



CIBSE ASHRAE Technical Symposium 2023

**Delivering Sustainable, Safe
and Healthy Buildings for a
net zero future**

University of Strathclyde

20-21 April 2023

Paper, Case Study, Review, Opinion and Poster Format Guide

All material submitted is assumed to be exclusively for the CIBSE Technical Symposium 2022, and not to have been submitted for publication elsewhere. All authors must assign **non-exclusive** rights to the Chartered Institution of Building Services Engineers (by accepting an online form that will be made available prior to presentation) – this allows both CIBSE and the authors to publish the work.

The materials must not contain text or graphics that might be considered as promoting a commercial product or organisation. Commercial names (and product names) and logos should not normally be used – a single use may be acceptable if it is essential for the understanding of the material.

If commissioned by the Technical Symposium Committee a PDF of the complete draft paper/case study/poster will need to be submitted to a specified web page by **Wednesday 21st December 2022** for review.

All material must have been ethically derived and if there is any use animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and guidelines and that the author's own institutional committee(s) have approved them.
It is the responsibility of the author(s) to obtain written consent from the original publisher and author(s) to use any material published previously elsewhere.

Papers and Reviews

Full Papers and Reviews are expected to be between 3000 and (maximum) 5000 words and Opinion Papers between 1000 and 3000 words should be submitted as a PDF file ready for electronic distribution to conference attendees. All material should be fully substantiated. Opinion papers will only be accepted if they are able to provide a rational and justified argument.

A pro-forma paper will be made available to authors.

Case Studies

Case studies are primarily an oral presentation aimed at those who do not wish to produce a fully refereed paper but wish to present to the Symposium. The supporting case study material should comprise no more than 4 A4 sides of summary information that supports the virtual presentation.

Posters

The layout of the poster is not prescribed however authors are recommended to carefully consider the layout to make it both accessible and informative. Organisational logos of authors are permitted at the bottom of the poster – a PDF example can be found with this attachment.