TITLE OF PAPER
(ARIAL, 14 PT, ALL CAPS)

A.B. AUTHOR, C.D. AUTHOR (12 PT, ALL CAPS)
Department, Organisation (10 pt, italics)
Street, Postal Code City – Country (10 pt, italics)

E.F. AUTHOR
Other department, Other organisation (10 pt, italics)
Street, Postal Code City – Country (10 pt, italics)

ABSTRACT

Your manuscript must be in English. Please use UK spelling. It should start with a short abstract of 150 words maximum describing the key elements of your contribution and its conclusions. The text should be typeset in block mode. Typeface throughout the text is Arial. For this paragraph the font size is 10 pt, with left and right indents of 1.5 cm.

1.   Introduction (12 pt, bold)

1.1   Settings

Your manuscript should then continue on the same page with an introduction. The typeface throughout the text is Arial. Setting of paper size is **DINA4-size only**. The top, left and right margins are 2.5 cm while the bottom margin is 2 cm. For all following text sections the font size is 11 pt, single line spacing with a spacing of 0 pt before and after the paragraph mark, and the lines are justified in block mode.

1.2   Figures and tables

Figures and tables should be inserted into the text at the appropriate place. They should be clearly identified with a caption, as shown below.
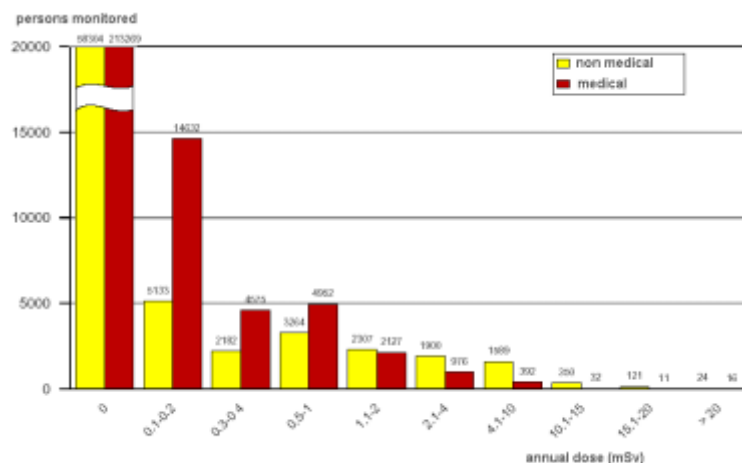

Fig 1. Caption for figure one

xxx	yyy	zzz
aaa	123	456
bbb	789	012
ccc	345	678
ddd	901	234

Tab 1: Caption for table one

1.3 Length of full paper
Your full paper should have at least **five** pages, including the title page, all tables and figures and the references. We recommend limiting your paper to **ten pages.**

1.4 Electronic form of contribution
For the conference proceedings (Transactions) **an electronic version as a MS WORD.doc file** of your final paper is **required**. Please use UK spelling.

1.5 References
Please number your references and cite them in brackets. The list of references should be at the very end of your manuscript under the section heading "References".

2. Instructions and information for oral presentations

Your presentation will be (exclusively) in **English** and not last more than **15 minutes**. The visual aid available to you as a speaker in an oral session is PowerPoint projection.

3. Instructions and information for poster presentations

Posters will be on displays throughout the conference. They should be mounted on before the beginning of the first session and must be dismounted at the end of the last session. The **surface available /size** of the poster panels is **2500mm (H) x 1000mm (W)** (**portrait** format). At least one author per paper is requested to attend personally the whole poster session to permit proper presentation and discussion of the poster during the said poster session.

4. Deadlines

Your **draft full paper of a minimum of 1000 words** must be submitted **by 15 December 2016.**

Members of the TopSafe 2017 Programme Committee will screen those draft full papers and will come back to authors in case they would like to ask for modifications.

All authors must submit a **final full paper** which follows the instructions given in this document **by 20 January 2017**. Full papers which will not be submitted by the mentioned deadlines will be withdrawn from the programme.

In case you present your paper orally, your Powerpoint presentation and CV must be in our possession by **3 February 2017** at the very latest.

5.   Registration

For each paper (oral or poster presentation) one author needs to be identified as presenter, register through the TopSafe 2017 Online Registration System and attend the conference.