
iPRES2021 Call for Contribution

Annex: iPRES2021 Submission Instructions

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1 General Instructions for All Submission Types

All peer-reviewed contributions should be submitted through Easy Chair.

All contributions should be in the iPRES2021 EasyChair Template. Available as Word and LaTeX Templates. Submissions in other forms will not be accepted.

Contributions should be submitted in PDF. As accepted submissions will be added to the conference proceedings, we will need the Authors original Word or LaTeX version in November. All peer-reviewed contributions are due by 15 March.

All peer-reviewed contributions will be reviewed by at least three reviewers, at least three for papers.

Non peer-reviewed contributions will not go through Easy Chair -watch for updates on iPRES2021.org.

All accepted peer-reviewed contributions will be (digitally) published in the conference proceedings, which will be published in December 2021.

All peer-reviewed contributions should indicate in the abstract section of the template the audience the contribution is suitable for.

English is the language of the conference and of all submissions.

2 General Criteria for All Peer-Reviewed Submissions

The reviewers will apply the following guidelines to assess the quality of the submissions. They are listed here to provide authors with an indication of what is expected from their submissions.

Is the format appropriate (ex. 3–5 pages for a short paper, 8–10 pages for a long paper)?

Is the contribution clearly written?

Does it fall under one of the conference themes and topics?

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- Does the work significantly advance digital preservation knowledge?
 - Does the work adequately build on or contextualize previous work?
 - Are the references and/or citations appropriate?
 - Are there outcomes that others working in digital preservation can benefit from?
 - Is the work original or has it been published/presented in some form before?

And additionally for research papers:

- Is the methodology appropriate?
- Is the analysis appropriate?
- Does the evidence support the authors' arguments?

In addition to the general submission requirements, there are additional requirements for each submission type. These are identified below.

3 Instructions for Submitting Papers

We invite two kinds of **papers**: long (8-10 pages) and short (3-5 pages) papers. All papers must be novel, reporting on previously unpublished work. Long papers will be given more time to present at the conference than short papers. Short papers can focus on new challenges, work in progress, novel ideas that do not yet have results, or small projects. Both short and long papers will be peer-reviewed by at least three reviewers.

Template: For all submissions authors have to use the iPRES2021 EasyChair Template templates.

Submission format: Save submission to format of the template.

Submission upload: Upload your submission in pdf-format to Easy Chair. During the EasyChair submission process, the following selections must be made:

Type of submission: Choose Long paper (8-10 pages) or Short paper (3-5 pages)

Conference Theme(s) Addressed: Choose one or more relevant terms from the sub-themes in the Call for Contributions:

Further Instructions: Follow the instructions given in the template to make sure all relevant information is available for the review process. Authors of accepted papers may be required to submit additional information / material to enable playback beyond the conference.

4 Instructions for Submitting Panel Proposals

We invite proposals for thematic **panels** to be held during the main conference program. Panel sessions bring together researchers and/or practitioners with complementary or conflicting perspectives on a topic of importance to digital preservation. Panels should be designed to promote discussion among the panelists, and with the audience. The topic should be leading edge, have broad appeal to the conference participants, and should be clearly related to the conference themes. We especially encourage panel submissions to include panelists that will bring diverse points of view or experience to the topic.

Template: For all submissions authors have to use the iPRES2021 templates

Submission format: Save submission to format of the template.

Submission upload: Upload your submission in pdf-format to Easy Chair. During the EasyChair submission process, the following selections must be made:

Type of submission: Select Panel

Conference Theme(s) Addressed: Choose one or more relevant terms from the sub-themes in the Call for Contributions:

Further Instructions: Follow the instructions given in the template to make sure all relevant information is available for the review process. Authors of accepted panels may be required to submit additional information / material to enable playback beyond the conference.

5 Instructions for Submitting Poster Proposals

Posters are ideal for reporting on emerging issues, conceptual research, preliminary development or experiment, innovative solutions, customized systems, and other interested works in progress. It requires an extended abstract of up to 2 pages that clearly describes the topic to be presented and states its unique contribution to the field.

We are inviting digital-only poster submissions. Specific instructions on preparing posters will be provided by the Program Committee to accepted authors. The conference will have a dedicated poster exhibition session on the second day of the conference. The authors of accepted posters will also be required to create a short video of 30-60 seconds. Videos will be presented on screens during all conference days. Specific instructions on preparing videos will also be provided by the Program Committee to accepted authors.

Template: For all submissions authors have to use the iPRES 2021 templates

Submission format: Save submission to format of the template.

Submission upload: Upload your submission in pdf-format to Easy Chair. During the EasyChair submission process, the following selections must be made:

Type of submission: Select Poster or Demonstration

Conference Theme(s) Addressed: Choose one or more relevant terms from the sub-themes in the Call for Contributions:

Further Instructions: Follow the instructions given in the template to make sure all relevant information is available for the review process. Authors of accepted posters may be required to submit additional information / material to enable playback beyond the conference.

6 Instructions for Submitting Workshop and Tutorial Proposals

Workshops are intended to be hands-on and/or participatory. Proposers are free to decide how to structure and design them. Workshops might concern the development of a skill, or discussion and collaboration on the topic covered in the workshop. Workshops prioritise hands-on work and/or participation, with less time dedicated to presentation.

Tutorials should focus on a single topic. They are an opportunity to explicate a method or procedure, or gain experience with tools. They preferably include some hands-on learning. Proposers are free to decide how to structure tutorials. They can include time for group discussion of the content covered. By the end of the tutorial, participants are inspired and equipped to deploy their new skills.

Template: For all submissions authors have to use the iPRES 2021 templates

Submission format: Save submission to format of the template.

Submission upload: Upload your submission in pdf-format to Easy Chair. During the EasyChair submission process, the following selections must be made:

Submission upload: Upload your submission in pdf-format to Easy Chair. During the EasyChair submission process, the following selections must be made:

Type of submission: Select Workshop or Tutorial

Conference Theme(s) Addressed: Choose one or more relevant terms from the sub-themes in the call for contributions:

Further Instructions: Follow the instructions given in the template to make sure all relevant information is available for the review process. Authors of accepted workshops and tutorials may be required to submit additional information / material to enable playback beyond the conference.

7 Instructions for Submitting Lightning Talks Proposals

Lightning talks present a five-minute presentation on a topic, recent developments, or a specific theme followed by any remaining time for attendees to ask questions and discuss. We will determine the number of lightning talk sessions based on submissions.

For the lightning talks sessions call we would like to receive short submissions containing the following information: Name of Submitter, Name of Presenter (if different), Affiliation of Submitter/Presenter, Contact email, Brief description of talk, game or graphics to be presented (up to 200 words). Authors of accepted lightning talks may be required to submit additional information / material to enable playback beyond the conference.

All submissions should be sent by email to: ipres2021-submit@mail.las.ac.cn. Please use "Lightning Talks" as the subject of your email. Submissions will be handled on a "first come, first served" basis.

8 Instructions for Submitting Hackathon Proposals

Hackathon sessions should focus on a single technical or conceptual problem set. Proposals should describe briefly the relevance of the proposed topic to the preservation community and what outcome the organizers anticipate. Hackathons are intended to run through out the conference, with a full day kick-offing on day one and regular gatherings on remaining days. The individual organizers are responsible for the structure and schedule of each hackathon. The teams should also prepare a short presentation (3-5 minutes) to report on their work during the iPRES closing session.

Hackathons should experiment and work for an intense period of time on a specific challenge. Framed as in-depth and extended workshops, Hackathos are opportunities for hands-on experiments and collaborative learning, a focused forum within the conference to rethink, retool, or design new methods and new tools.

In case of receiving multiple proposals on similar topics, we will encourage collaboration and explore the possibility of merging overlapping sessions.

Below are guidelines for developing Hackathon proposals:

- Each session should have 2-3 organisers;
- Organizers should have demonstrable knowledge of the proposed topic or experience with the proposed tools so that they can explain to participants and

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- help set up the necessary technology;
- The proposal should be focused, have a clear structure and include a set of intended aims during iPRES 2021;
 - The proposal should also describe how the team will engage with the larger community with regard to the hackathon process and results at iPRES 2021.
 - Template: For all submissions authors have to use the iPRES 2021 templates
 - Submission format: Save submission to format of the template.
 - Submission upload: Upload your submission in pdf-format to Easy Chair. During the EasyChair submission process, the following selections must be made:
 - Type of submission: Select Hackathon
 - Conference Theme(s) Addressed: Choose one or more relevant terms from the Call for Contributions:
 - Further Instructions: Follow the instructions given in the template to make sure all relevant information is available for the review process.