

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.

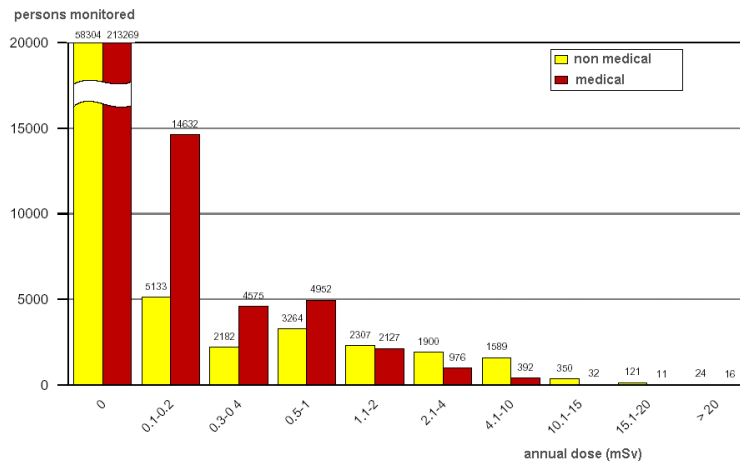


Fig 1. Caption for figure one

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

Tab 1: Caption for table one

2. 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.

3. Length of your presentation

Your presentation will be (exclusively) in **English** and not last more than **15 minutes**.

We recommend limiting your paper to **five to ten pages**, including the title page, all tables and figures and the references.

4. Visual aids for oral presentations, special instructions for poster presentations

The visual aid available to you as a speaker in an oral session is video projection. Posters will be on displays throughout the conference. They should be mounted on before the beginning of the first session and must be dismantled 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.

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".

6. Deadline

Your full paper must be submitted by **2 February 2018** at the very latest.

Your Powerpoint presentation and CV must be in our possession by **23 February 2018** at the very latest.

7. Registration

For each paper (oral or poster presentation) one author needs to be identified as presenter, register through the RRFM 2018 Online Registration System and attend the conference.