



Guidelines and requirements
for abstracts, papers and presentations

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1 GENERAL INTRODUCTION

DACE is organizing the ICEC world congress from 12th until 15th of June in 2022. The central theme is:

“Predictable projects in a dynamic world”.

This theme will be worked out in the following sub-themes:

- Sustainability
- Project Control
- Change
- ICT
- Geographical Influences
- Human Factor

The subthemes will be presented preferably in the context of the project area’s around us and that will influence our way of thinking. Examples are:

- Sea rise
- Belt & Road initiative
- Carbon footprint
- Increasing urbanization
- Digitalization

Refer to the website www.icecworldcongress.com for all topics and related subjects.

Due the Covid 19 pandemic, the congress will offer live and a virtual possibilities to share knowledge:

- By writing a (scientific) paper and presenting findings live in Rotterdam or in a video presentation (Refer to chapter 2)
- By sharing your experience and know how, presenting live in Rotterdam or in a video presentation (Refer to chapter 3)

The live presentations will be recorded and can be viewed on demand by subscribers of the congress around the world at a suitable time.

The video presentations will be also available on demand to subscribers.

In the following chapters the guidelines for Presenting Participants, (Presenters) for all options are described.

2 PROCESS AND REQUIREMENTS FOR PAPER WRITING AND PRESENTATION

2.1 Process

Process step	Details in chapter	End date / deadline
Abstract submission	2.2	15 th of November 2021
Notification of abstract acceptance	2.3	15 th of December 2021
Submission of paper	2.4	1 st of March 2022
Notification of paper acceptance	2.5	1 st of April 2022
Submission of presentation slides to Program Committee, for live presentation	2.6	15 th of April 2022
Notification of acceptance of presentation slides (live presentation)	2.7	1 st of May 2022
or		
Submission of recorded video (if there will be no live presentation)	2.8	15 th of April 2022
Notification of acceptance of recorded video	2.9	1 st of May 2022

2.2 Abstract submission by Presenter

2.2.1 Abstract requirements

Authors who want to submit a paper have to submit an abstract first and will sign up in the abstract portal. The abstract should meet the following requirements:

- Abstracts should be [submitted online](#)
- The abstract should address:
 - Purpose
 - Design/Methodology/Approach
 - Findings/Results
 - Implications/Originality/Value
- There is a limit of two contributed submissions per registered author.
- From each author we need Full name, titles organization, city, country and email address. A maximum of 3 co-authors is accepted.
- Abstract titles may not be longer than 20 words and should clearly indicate the content of the contribution.
- Language for abstracts, papers and presentations is English with accurate grammar and spelling of a quality suitable for publication. If you need help, please arrange for the review of your abstract by a colleague who is a native English speaker or by a copy editor, prior to submission.

- Abstracts should be related to the [central theme](#)
- Abbreviations should be defined the first time they appear in your text. Example: HEA (Higher Education Area), before being used as an abbreviation only. Please, do not define or use abbreviations in the title.
- Please avoid complex mathematical formulas. For the symbols \leq or \geq , type instead \leq or \geq .
- Abstracts may not be longer than 300 words.
- Single line spacing is required
- Tables, charts or other graphics may be included as image file.

2.2.2 Presentation Preference

Authors should indicate their presentation preference: live oral presentation in Rotterdam or pre-recorded video presentation. The Program Committee reserves the right to decide if the preference for a live presentation can be granted or that the presenter is asked to make video presentation yet.

2.2.3 Permission for publication

Abstract submitters will be asked in the Portal if they will give permission to share the information with the ICEC community:

- Papers, after approval will be made available in Conference Proceedings
- Life recorded presentations will be made available on demand in the Conference Portal
- Video recordings and abstracts and one papers will be made available on demand in the Conference Portal

2.2.4 Paper review and Jan Korevaar award

Papers and their abstracts can be categorized in:

- Scientific paper and abstract, subject to review by Paper/abstract review Committee
- Practical paper and abstract, subject to review by Paper/abstract review Committee
- Sponsored paper and abstract, not subject to review

Review criteria are described in Appendix 1 for Abstracts and Appendix 3 for papers. Appendix 3 will be used, to assess the Jan Korevaar award.

For further information concerning the Jan Korevaar Paper Award, check ICEC page <http://www.icoste.org/awards/korevaar/>.

2.2.5 Registration of congress participation

At least one author of a paper should be registered before April 1st 2022. If not one of the authors is registered before April 1st, it will be not possible to submit a paper.

2.2.6 Submission of abstract and confirmation

Once an abstract is submitted in the Abstract portal, it is not possible to make any corrections.

After submitting your abstract, you will receive a confirmation email with your submission details. If you encounter any problems during the submission process or you do not receive any confirmation email please contact the Conference Secretariat: registration@parthen.nl

2.3 Review of abstract by Paper Review Committee and approval notification

The paper review committee will review the abstract and check if all requirements are met. The criteria for Abstract review are presented in Appendix 1. The results of the review will be communicated to the author and if the Abstract is approved, the author will be able to submit the paper before submission deadline.

2.4 Submittal of paper by Author.

The Author will submit the paper (with co-author(s) if applicable). The requirements of paper format and style are presented in Appendix 2. The paper will be uploaded in the web portal.

2.5 Paper review and notification of acceptance

The Paper Review Committee will review the paper, using criteria as presented in Appendix 3. The Paper Submitter will be informed if the paper is accepted and can be presented live in Rotterdam or that a pre-recorded video can be uploaded, depending on presentation preference and permission of the Program Committee.

2.6 Submission of presentation slides to the Program Committee (live presentation)

Presenters should send their presentation slides to the Program Committee to be able to organize the right sequence and discussions. Live presentations should be maximum 20 minutes, there are 10 minutes reserved to answer questions. If it is not possible to submit the presentation slides before 15th of April, please contact contact@icecworldcongress.com.

2.7 Notification of acceptance of presentation slides

The Program Committee will review the slides to organize the program. Presenters will get a notification of acceptance.

2.8 Submission of pre-recorded videos to the Program Committee (not live presentation)

Pre-recorded videos will be uploaded in the portal. The video's will be reviewed in order to make sure that image and sound have sufficient quality to offer the video on demand in the virtual part of the congress.

Requirements and guidelines for the videos will be added to this document in a later version and published on the ICEC2022 website.

Video presentations should be maximum 20 minutes.

2.9 Notification of acceptance of recorded video's.

If a video is accepted, the Presenter will be informed.

3 Process for presentations without paper submissions

3.1 Process

Process step	Details in chapter	End date / deadline
One pager submission	3.2	15 th of November 2021
Notification of one pager acceptance	3.3	15 th of January 2022
Submission of slides for live presentation	3.4	15 th of April 2022
Notification of Acceptance of presentation slides	3.5	1 st of May 2022
Or		
Submission of recorded video presentation	3.6	15 th of April 2022
Notification of acceptance of recorded video presentation	3.7	1 st of May 2022

3.2 One pager submission

3.2.1 Presentation requirements

Presenters who want to give a presentation live in Rotterdam or with a pre-corded video, will sign up in the abstract portal. The following speakers can sign up:

- Speakers without paper
- Speakers invited by the ICEC 2022 organizers.

In the portal they will describe in a one- pager a short outline of the presentation in a way, the Program Committee can judge how the presentation can contribute to the program. The abstract should meet the following requirements:

- One pagers should be [submitted online](#)
- The one pager should address:
 - Theme and Topic of presentation
 - Message of presentation
 - Character of presentation for example application of a methodology, connecting themes and Topics, do's and don'ts of..., experience
 - Who should attend the presentation in particular, target audience
 - Application in particular industries
- There is a limit of one presentation.
- From each presenter we need Full name, titles, organization, city, country and email address. A maximum of 3 co-authors is accepted.
- A Curriculum Vitae should be uploaded in the portal, for each presenter
- Presentation titles may not be longer than 20 words and should clearly indicate the content of the contribution.
- Language for one pagers and presentations is English with accurate grammar and spelling of a quality suitable for publication.

- One pagers and their presentations should be related to the [central theme](#)
- Abbreviations should be defined the first time they appear in your text. Example: HEA (Higher Education Area), before being used as an abbreviation only. Please, do not define or use abbreviations in the title.
- One pagers may not be longer than 300 words.
- Single line spacing is required
- Tables, charts or other graphics may be included as image file.

3.2.2 Presentation Preference

Presenters should indicate their presentation preference: live oral presentation in Rotterdam or pre-recorded video presentation. The Program Committee reserves the right to decide if the preference for a live presentation can be granted or that the presenter is asked to make video presentation yet.

3.2.3 Permission for publication

Presenters will be asked in the Portal if they will give permission to share the information with the ICEC community:

- Presentation sheets will be made available in conference proceedings
- Life recorded presentations will be made available on demand in the Conference Portal
- Video recordings will be made available on demand in the Conference Portal

3.2.4 Registration of congress participation

Presenters should be registered before April 1st 2022. If not one of the authors is registered before April 1st, it will be not possible to submit a paper.

3.2.5 Submission of one pager and confirmation

Once a one-pager is submitted in the Abstract portal, it is not possible to make any corrections.

After submitting your one pager, you will receive a confirmation email with your submission details. If you encounter any problems during the submission process or you do not receive any confirmation email please contact the Conference Secretariat: registration@parthen.nl

3.3 Notification of one pager approval

The Program Committee will review the one pager and check if the proposed presentation will fit into the program. The results of the review will be communicated to the presenter and if the one pager is approved, the Presenter will be able to submit the presentation slides before submission deadline.

3.4 Submission of presentation slides to the Program Committee (live presentation)

Presenters should send their presentation slides to the Program Committee to be able to organize the right sequence and discussions. Live presentations should be maximum 20 minutes, there are 10 minutes reserved to answer questions.

3.5 Notification of acceptance of presentation slides

The Program Committee will review the slides to organize the program. Presenters will get a notification of acceptance. If it is not possible to submit the presentation slides before 15th of April, please contact contact@icecworldcongress.com.

3.6 Submission of pre-recorded videos to the Program Committee (not live presentation)

Pre-recorded videos will be uploaded in the portal. The video's will be reviewed in order to make sure that image and sound have sufficient quality to offer the video on demand in the virtual part of the congress.

Requirements and guidelines for the videos will be added to this document in a later version and published on the ICEC2022 website.

Video presentations should be maximum 20 minutes.

3.7 Notification of acceptance of recorded video's.

If a video is accepted, the Presenter will be informed.

4 Appendix 1, Criteria for Abstract Review

Abstract Review Scorecard (Academic)

An abstract will be scored on 5 items, each with a 5 point score: 1= very poor; 5= excellent

<p>Originality/ Innovative Assessment whether the study contributes to the expansion of the body of knowledge.</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. presents very basic knowledge, already described in textbooks 2. presents a research question that is well covered by literature 3. presents a replication of research that currently has been described 4. presents research that has been described before but with relevant changes to the design 5. presents an original research question or approach that is not preceded
<p>Method Assessment whether the methods are well described (i.e would allow replication) and are valid to answer the research question under study</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. the method is not described or a complete flaw 2. the method is ill described, or not very appropriate 3. the method is only partially described or valid 4. the method description is almost complete and seems valid 5. the method description allows replication and is certainly valid
<p>Results (if applicable) Assessment whether the results are well described.</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. the results are not described or a complete flaw 2. the results are ill described, or not very appropriate 3. the results are only partially described or valid in answering the research question 4. the results are almost complete, with supportive quantitative or qualitative data 5. the results are well balanced and described, certainly valid and correct quantitative or qualitative data
<p>Conclusions Assessment whether the conclusions of the study should be taken seriously.</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. No clear conclusion is drawn or the conclusion is unsupported by the study 2. The conclusion is a rather wishful interpretation of the study 3. The conclusion contains an unwarranted generalization 4. The conclusion is roughly valid but needs more nuance 5. The conclusion is well balanced and supported by the study
<p>Impression in general</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. The abstract is unqualified/irrelevant to be presented at the conference 2. The abstract is moderately relevant/qualified to be presented 3. The abstract is relevant/qualified to be presented 4. The abstract is moderately relevant/qualified as an oral presentation at the conference 5 The abstract is highly relevant/qualified to be presented as an oral at the conference
<p>Further Comments</p>

5 APPENDIX 2, Full Paper Guidelines

FULL PAPER GUIDELINES

Keywords: keywords in lower case and alphabetical sequence separated by commas, finishing with fullstop. Do not select more than five keywords.

Exact specifications for laying out the paper help to reduce the work of the conference organisers in compiling the proceedings. Font sizes, paragraph formats and other details are specified so that proceedings can be presented in a consistent and professional style. This document is formatted per these guidelines to provide an example for authors.

INTRODUCTION

All papers should be submitted in 'Word' format. The paper should be in A4 size. The length of the paper should not normally be more than 8000 words. Set margins at one inch (2.54 cm) top, bottom, left and right. Do not insert page numbers in your paper.

Title

The title of the paper should be specific, making clear what the paper is about without demanding that the paper be read to ascertain its contents. Use 16 pt., centred, bold, Calibri and all CAPITALS for the title.

Abstract

The abstract should be not more than 300 words. It should contain one or two sentences reflecting the background of the investigation, a sentence with the purpose of the paper, something about the research method used, several sentences giving a clear and precise idea of the main results, followed by one or two sentences mirroring the conclusions.

Headings

Headings should be short and not numbered. Heading 1 is 12pt, bold, Calibri, all CAPITALS and aligned to the left. Heading 2 is 12pt bold, Calibri aligned to the left. Heading 3, if required, is 12pt bold, italic and Calibri. All headings should be preceded by one blank line and followed by one blank line.

MAIN TEXT (Style 'Heading 1' used here)

Use 11 pt., justified, Calibri for the main text. Use one blank 11 pt. line between paragraphs (no indentations). Line spacing in paragraphs is single, and alignment is left and right justified.

Bold type is used for the title and headings, but never in the main text. Italics can be used for a word or a few words in the main text, but not for quotations. Avoid footnotes; if necessary, they should be numbered and placed at the foot of the page. Use abbreviations and acronyms sparingly, and explain these immediately when they first occur in your paper.

Lists

Lists, whether set out with roman numerals (i, ii, iii, etc), arabic numerals, or bullet points, should be set out with a single blank line.

- here is
- an
- example

illustrations, Photographs and Tables (Style 'Heading 2' used here)

Illustrations, photographs and tables should be placed (centre) in the text near where they are first referenced, with captions placed above and sequentially numbered with Arabic numerals. Type the captions in 8 pt.

Table 1 Table captions text to be formatted in **10 pt Calibri**.

A	B	C	D Text	E Text
Tx	Tx l	Tx	-0.37	1.0
Tx	Tx	Tx	-0.42	0.2
Tx	Tx	Tx	-0.86	3.1
Tx	Tx	Tx	-0.74	2.4
Tx	Tx	Tx	-1.20	50.0
Tx	Tx	Tx	-1.20	50.0
Tx	Tx	Tx	-1.20	50.0
Tx	Tx	Tx	-2.25	710.3
Tx	Tx	Tx	-2.25	710.3
Tx	Tx	Tx	-2.25	710.3
Tx	Tx	Tx	-2.25	710.3

Do not reproduce figures from other authors. Graphs should be two dimensional and have no shadows.

Colour should not be used, as the proceedings will be produced in black and white.

Equations and formulas

Displayed equations should be indented 6 spaces and numbered consecutively, with the equation number flush right (i.e. right-justified) and enclosed in parentheses. In multiple-line equations, the number should be given on the last line. Please ensure that equations are numbered correctly, without repetition, and that no important equations are omitted from the numbering scheme. See Equation (1) as an example of correct layout and numbering.

$$k_{et} = \kappa_{el} U_n \exp\left(-\frac{(\lambda + \Delta G^o)^2}{4\lambda RT}\right) \quad (1)$$

Equations should be typed in the same font size as the main text, with superscripts and subscripts 2–3 pts smaller. Conventional symbols and SI units should be adopted and used consistently.

Footnotes

Footnotes should be avoided if possible. If used, they should be typed in 8 pt text at the bottom of the pages where they are cited.

CONCLUSIONS

This section should bring together the paper with the conclusions of the research or project. It should raise any key issues that are posed by the research that may provide interesting discussion at the conference sessions. Future work flowing from the research/project may be mentioned.

REFERENCES

References to other publications must be in Harvard style. Within the main text, references are either written as (Ho, 2008) or given as 'Ho (2008) has found that [...]'. If there are two authors, use 'and' between their surnames. Three or more authors are referred to as (Jones et al., 2008) or '[...] as Jones et al. (2008) claim [...]'. If the reference is to a particular item or quoted verbatim, please add a page reference (Walker, 2007, p. 231).

After the conclusions, there is a REFERENCES section. Please check that all references in the main text correspond to the final list of references. These are ordered alphabetically according to first author's surname. They should contain full bibliographical details. Journal titles should not be abbreviated. For more than one publication by the same author(s) in the same year, use a, b, c after the year of publication: 2008a, 2008b. The style should follow the examples below:

Book

Langford, D. and Male, S. (2001) *Strategic Management in Construction*. 2nd edn, Blackwell Science, Oxford.

Chapter in a book

Mintzberg, H. (1990) Strategy formation: schools of thought. In Fredrickson, J.W. (eds.) *Perspectives on Strategic Management*, Harper Business, New York, pp. 105-236.

Article in a periodical

Flanagan, R., Lu, W., Shen, L. and Jewell, C. (2007) Competitiveness in construction: a critical review of research. *Construction Management and Economics*, 25, 989-1000.

Thesis

Kale, S. (2002) Competitive advantage in the construction industry; firm-specific resource and strategy, Unpublished PHD thesis, Civil Engineering of Illinois Institution of Technology, Ann Arbor, MI.

Paper in a conference

Ho, H K Paul (2007) Risk Management of Piled Foundation Projects. *Proceedings of the 4th International Conference on Construction in the 21st Century – Accelerating Innovation in Engineering, Management and Technology*, Gold Coast, Australia, July, pp. 141-148.

6 APPENDIX 3 Paper review score card

A paper will be scored on the below items;

<p>Originality/ Innovative Assessment whether the study contributes to the expansion of the body of knowledge.</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. presents very basic knowledge, already described in textbooks 2. presents a research question that is well covered by literature 3. presents a replication of research that currently has been described 4. presents research that has been described before but with some innovations/changes 5. presents an original research question or approach that is not preceded
<p>Method Assessment whether the methods are well described (i.e would allow replication) and are valid to answer the research question under study</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. the method is not described or a complete flaw 2. the method is ill described, or not very appropriate 3. the method is only partially described or valid 4. the method description is almost complete and seems valid 5. the method description is well described and valid to answer the chosen research question
<p>Findings Assessment whether the findings (literature and/or empirical) are logically discussed</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. the findings are not described or a complete flaw 2. the findings are ill described, or not very appropriate 3. the findings are only partially described or valid in answering the research question 4. the findings are almost complete, with supportive data 5. the findings are well presented and logically discussed with supportive data
<p>Conclusions Assessment whether the conclusions of the study are appropriately drawn from the findings presented</p> <p><i>Scores:</i></p> <ol style="list-style-type: none"> 1. No clear conclusion is drawn or the conclusion is unsupported by the study 2. The conclusion is a rather wishful interpretation of the study 3. The conclusion contains an unwarranted generalization 4. The conclusion is roughly valid but needs more nuance 5. The conclusion is well balanced and supported by the study
<p>Overall Impressions</p> <ol style="list-style-type: none"> 1. The paper is unqualified/irrelevant to be presented at the conference 2. The paper is relevant/qualified to be presented at the conference 3. The paper is highly relevant/qualified to be presented at the conference
<p>Recommendation</p> <ol style="list-style-type: none"> 1. The paper is not suitable for presentation at the conference 2. The paper is suitable as a poster presentation 3. The paper is suitable for an oral presentation
<p>Comments</p>