

To make WoodEMA Annual Scientific Conferences easier for organizers to prepare, and for Reviewers (Executive Board members) more clear to do the reviews on submitted abstracts and articles, WoodEMA Executive Board prepared these

REGULATIONS ***for WoodEMA conferences***

1.

WoodEMA Annual Scientific Conferences are open to any scientists and researchers, whether WoodEMA members or not, who wish to publish the results of their research in the Book of Proceedings.

2.

Articles submitted for WoodEMA Annual Scientific Conferences have to be within the scope of the conference, and within the range of fields of expertise WoodEMA is dealing with. All submitted articles have to present the research done in forestry or forest products industries (bio-based industries).

3.

All important dates (deadlines) – for submitting a title, abstract and authors; for notices of acceptance; for submitting the full articles – and conference programs are to be agreed between main organizer of the WoodEMA Annual Scientific Conference and WoodEMA General Secretary.

4.

All important dates (deadlines) which are set and announced are mandatory and have to be strictly kept. If there are some technical difficulties the main organizer has the right to postpone some or all of the deadlines for a maximum of 15 days. If the main organizer wants or needs to postpone the conference itself for more than 15 days, WoodEMA Executive Board have to give its approval.

5.

Announcements about the conference, including Invitation and Call for papers, are to be spread among all potential participants. WoodEMA General Secretary spreads the information among WoodEMA members, and the main organizer spreads the information to a wider scientific community.

6.

All titles, authors and abstracts (1st deadline – submitting an abstract) have to be submitted through WoodEMA online system for submitting abstracts for the conference. No other way of submitting the abstract for the conference will be accepted. If some of the authors are not familiar with WoodEMA online system for submitting an abstract or they try to submit an abstract otherwise within the deadline, the main organizer or WoodEMA General Secretary will explain to them the proper way to do it. These instructions should be given in the Invitation or Call for papers.

7.

All titles, authors and abstracts submitted on time (within the deadline) and through WoodEMA online system will be collected by WoodEMA General Secretary and sent by e-mails to WoodEMA Executive Board members to review and accept/reject. Reviewers will send their reviews back to General Secretary within the agreed date. General Secretary will then send the notices of acceptance/rejection to each contact author personally within the given deadline (2nd deadline – notice of acceptance). If some abstract is rejected, Executive Board should give the full explanation for that rejection.

8.

Along with the notice of acceptance, correspondent authors will receive the instructions for writing the full articles and templates for submitting the full articles. Authors should keep to those instructions and templates as much as possible.

9.

Reviewed and accepted titles, authors and abstracts must not be altered or changed. Articles in which titles, authors or abstracts have been altered or changed will not be accepted. These rules will be given in the instructions for writing the full articles. If there is a reason for adding or changing the names of authors, it should be explained by the corresponding author in an e-mail sent to WoodEMA General Secretary. The WoodEMA Executive Board has the right to accept or deny such explanation and change.

10.

Accepted full articles should be submitted to the main organizers in a given e-mail within the deadline (3rd deadline – submitting the full article). Articles submitted after the given deadline will not be accepted.

11.

If some abstract or if some full article is submitted after the deadline, but not more than 10 days after the deadline, and if WoodEMA Executive Board finds that submission extremely important for the conference or for WoodEMA in general, WoodEMA Executive Board has the right to accept that submission with a given explanation.

12.

Main organizers have the exclusive right to put full articles into the Book of proceedings in the order they find appropriate. Members of the Organizing Committee are to be given by the main organizer. Members of the Scientific (Programme) Committee are to be agreed by WoodEMA Executive Board, main organizer and WoodEMA General Secretary.

13.

The ISBN number for the Book of proceedings will be provided by WoodEMA.

14.

Because of the WoodEMA obligations to the National and University Library (which issues the ISBN number), submitting the Book of proceedings to Web of Science (WoS) and Scopus databases and WoodEMA archives, the main organizer is obliged to print 15 hard copies of the Book of proceedings. General Secretary of WoodEMA will take those hard copies of the Book of proceedings during the WoodEMA conference.

Copies of the Book of proceedings for the participants of the WoodEMA conference will be delivered to the participants on digital media (CD or USB stick) or/and in hard copies, if organizers decide to do it that way, during the conference.

15.

Organizers of the WoodEMA conference should prepare a template for the presentations, which will be delivered to all the participants at least 1 month before the conference starts. Organizers also have to prepare the digital media (USB stick or CD) to put all the presentations of the conference on it and to give it (deliver or send) to WoodEMA webmaster to place them on the WoodEMA website as soon as possible.

16.

Organizers have to set the conference participation/publication fee according to the decisions of WoodEMA Executive Board. Currently, conference fee for WoodEMA

members is 100,- € per participant. For non-members conference fee is at least 200,- € (until the WoodEMA Executive Board decides otherwise).

Participation fee is paid per participant in-person present at the conference. A publication fee is paid per article which none of the authors is present at the conference.

The type of the conference fee and its amount is given in a separate regulation made by WoodEMA Executive Board.

17.

Organizers of the WoodEMA conferences, in 1st and 2nd announcements for the conference, are obliged to suggest at least 1 (one) “official conference accommodation” (hotel), no matter whether the conference is held there or somewhere else. According to tradition and agreement within WoodEMA management, that official accommodation has to be at the prices of a maximum 65,- € for single room per person per night on a bed & breakfast basis (until the WoodEMA Executive Board decides otherwise). Organizers can offer other accommodations at different prices. If participants do not want to stay in any of suggested hotels or pensions, they can choose the accommodation on their own.

18.

Organizers of the WoodEMA conferences are obliged to organize a surprise trip and the official conference dinner for all participants at the full expense of the main organizers.

19.

According to the WoodEMA Executive Board decision, WoodEMA is obliged to financially support the main organizers of the WoodEMA conference with 750,- € (until the WoodEMA Executive Board decides otherwise).

WoodEMA, i.a.
Executive Board