



8 - 9 NOVEMBER 2016 • EMPERORS PALACE • GAUTENG

CALL FOR PAPERS

The Board of the Southern African Association for Energy Efficiency (SAEE) cordially invites you to submit an abstract for consideration to speak at the 2016SAEEEC. All potential speakers' abstracts will be reviewed by the Technical Programme Committee based on this submission.

2016SAEEEC OBJECTIVE

The 2016SAEEEC features a convention agenda with seminars and an exhibition on a variety of current topics and a comprehensive overview of "Energy Efficiency at Work". You are invited to share your knowledge gained within your sector of energy efficiency.

SUBMISSION SCHEDULE

- 01 March 2016** Call for papers entries open
- 15 June 2016** Closing Date! The abstract must be submitted in electronic format by completing the Online Call for Paper Registration form which must include:
- Abstract Topic
 - Abstract Topic Description
 - 250-350 word abstract description
 - Your 250 words biography
- 15 July 2016** Notice of abstract acceptance for review with "Instructions to Authors for Paper Preparation" to be sent to authors together with a 2016SAEEEC invoice for the speaker fee of R4,000.00
- 15 Aug 2016** First-draft papers are due for review by the Technical Programme Committee.
- 31 Aug 2016** Feedback and recommendations on submitted papers will be forwarded to author for required amendments.
- 14 Sep 2016** Final paper must be emailed to the Convention Chairman for final evaluation by the Technical Programme Committee Chairman.
- 23 Sep 2016** Letter of acceptance as speaker will be forwarded to author.

GUIDELINES FOR ABSTRACTS

- Title:** The title of the abstract must be in Arial, 12-point, bold and centred space.
- Author:** The author name below title in Arial 12 point, italics and centred space.
- Body Text:** The body of the abstract must be in Arial, 12-point. A space must be left between paragraphs.

TERMS AND CONDITIONS:

The cost is R4,000.00 (including VAT) per abstract submission and is payable immediately after first notice of abstract acceptance. In a case where the final paper is not accepted, 10% of the paid fee will be retained by the organisers and the rest of the money will be refunded.

Papers of speakers, who will present their papers at the 2016SAEEEC, will be published in the convention proceedings. The presenter's details will appear on the printed program, but all authors will get recognition in the Convention Proceedings.

Please note that no products may be promoted in your papers or presentations.

2016SAEEEC

Presented by:
The Southern African Association for Energy Efficiency (SAEE)

Organized by:
Timzama Event Imagineers
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The R4,000.00 abstract submission fee includes entrance to the opening, breakaway sessions, registration pack, proceedings, daily lunch and refreshment breaks.

The organizers reserve the right to refuse admission where evidence of payment cannot be shown. If you have not received confirmation of your booking before the event, please contact us to make sure that we have registered your booking.

In case you are unable to present the paper, a substitute presenter may be sent in your place. Please inform us in writing of the substitution as soon as possible. To cancel a booking, you must notify this office in WRITING within 10 working days prior the event date.

The SAEE retains the right to cancel the SAEEC for whatever reason, in which instance the full registration fee will be refunded. The SAEE will not accept liability for any cost incurred by the registrant including travel or accommodation in the unlikely event of the SAEEC cancellation.

For more information please contact us:

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The Southern African Energy Efficiency Convention is presented by the Southern African Association for Energy Efficiency (SAEE) and organized by Timzama Event Imagineers.