

[IEEE IHTC 2021](#) is inviting submissions for **Oral Presentation Only**, **Short Paper Presentation** (early stage) or **Full Paper Presentation** (mature results) to facilitate the diversity of stakeholders who wish to contribute and have valuable experiences and perspectives to share.

All submissions must be made [online](#) as pdf files to facilitate blind peer review.

**Author details** should be included as part of the online submission form but **not included** within the pdf file uploaded for blind peer review.

*Please note that all submissions will undergo a Plagiarism Check before being assigned for blind peer review by members of the IEEE IHTC 2021 International Technical Programme Committee Members (TPC), who are all experienced subject matter experts.*

Presenters can choose to submit:

- **Abstract for Oral Presentation** (with no publication) (Deadline **31 May** 2021)
- **Short Papers** (Deadline **30 June** 2021)
- **Full Papers** (Deadline **30 June** 2021)

Please review the structure expected prior to finalising your submission.

#### ***Abstract for Oral Presentation only – Deadline 31 May***

Those interested in making an Oral Presentation are invited to submit a structured abstract of c.300 words by **31 May**.

Abstracts for Oral Presentation Only should be 300 words in length. They should be submitted as a pdf file.

Oral Presentation Abstracts should be structured to clearly share the following key information:

- Target Need(s) and Community/Communities Addressed
- Why this research or intervention was required
- Methodology Used
- Initial Results
- Summary Analysis of Initial Findings
- Proposed Next Steps

TPC Members will review these submissions for scope, and provide potential presenters with actionable, constructive feedback whether or not your submission is provisionally accepted.

Abstracts submitted and accepted for Oral Presentation Only will be included as oral presentations in relevant thematic sessions in the Programme. It is necessary for all presenters to complete conference registration by 30 September, prior to publication of the Final Programme.

#### ***Paper Submission – Deadline 30 June (Short Papers, Full Papers)***

**Short Papers** are appropriate for activities at an earlier stage of evolution or authors wishing to share a snapshot of results-in-progress, experiences and perspectives. These should be three to four pages in length using the [IEEE paper template](#) and include a short, up to date reference section.

**Full Papers** are appropriate for mature work or completed projects and should be up to eight pages in length using the [IEEE paper template](#), including full up to date references.

Papers must present analysis of *initial or final research results or a case study*. It is important to highlight actual or expected impact as well as the level of innovation. General project descriptions or project proposals will not be assigned for review.

It is necessary for papers submitted to include *new elements that have not previously been published to warrant inclusion in the conference proceedings*. Any visionary elements in paper should be supported by mini use cases to illustrate applicability.

*Any elements of the paper previously published should be carefully referenced*. Authors should undertake a plagiarism check prior to submission and ensure that all content is appropriately referenced including self-references.

Papers should be structured to clearly share the following key information:

- *Abstract* (150 - 200 words in length) summarising the problem domain, paper objectives, research methodology, main findings and recommendations.
- *Introduction* (Target Need(s) Addressed; brief presentation of current research in the target area to contextualise your paper)
- *Objectives* (Why this research or intervention was required; expected outcomes; and target beneficiaries)
- *Methodology* (Qualitative, Quantitative or Mixed Methods; Sampling methodology and sample size; why methodology was selected and appropriate to objectives of paper)
- *Results and Discussion* (presentation of preliminary, early or final results; analysis and discussion of implications; comparison of results with published literature)
- *Conclusions and Recommendations* (Summary of key findings and implications; actionable recommendations; next steps)
- *References* (Methodological approach; relevant previous and current work in the target area; relevant policies and literature reviews)

Each presenter can present **ONE** paper or Oral Presentation in the Programme. It is necessary for papers or Oral Presentations to be presented by an original author / co-author who will also answer questions during the event to facilitate inclusion in the Conference Proceedings.

Please only submit Papers or Oral Presentations for review where there are authors/co-authors who will complete registration if accepted for inclusion in the Programme and present the results. Please do not submit multiple papers/ Oral Presentations for which there is only one author who can register.

Short Papers and Full Papers provisionally accepted following blind peer review should be updated to address the feedback provided from reviewers, with a final camera ready version (to include author details) provided by 30 September. Instructions in relation to submission of final papers will be published in due course.

Papers accepted following the quality check, which are presented during the event with an author/co-author participating in the conference session to take live questions will be submitted as part of the Conference Proceedings for potential publication in IEEE Xplore. Instructions on preparing presentations will be published in due course.

Accepted papers will be scheduled in relevant thematic sessions in the Programme. Presenter registration must be completed by 30 September, prior to publication of the Final Programme.

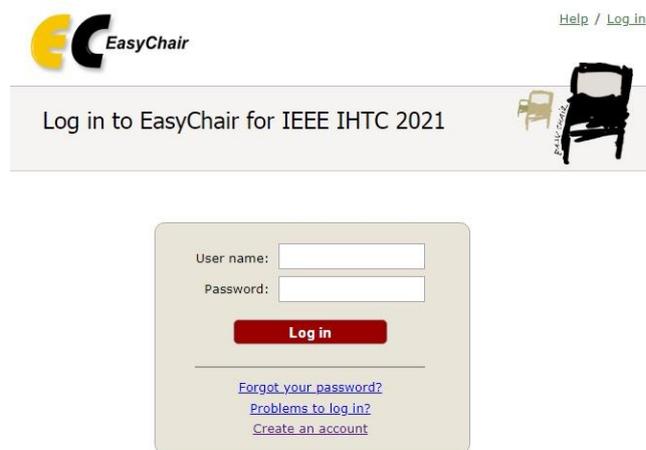
### **Review Criteria**

All submissions will be reviewed based on

- Scope
- Relevance
- Clarity of Objectives
- Methodological Rigour (Clarity, appropriateness and replicability of methodologies used, are study limitations clearly explained)
- Technical / Business Case Quality (Sufficient analysis of findings, comparison of results with published literature; Level of Innovation; Contribution to body of knowledge in relation to leveraging technology appropriately for ICT4D / Humanitarian activities)
- Balance, Structure and Clarity - Clear title and abstract, Clear storyline, Appropriate use of paper template, Appropriate references
- Conclusion and Recommendations

### **Submission Process**

All submission will be submitted online as a pdf file. As highlighted earlier, **Author details** should included as part of the online submission form but **not included** within the pdf file uploaded for blind peer review.



Submission of new papers for IEEE IHTC 2021 is open.



Please go to

[https://easychair.org/conferences/?conf=i\\_eee\\_ihtc\\_2021](https://easychair.org/conferences/?conf=i_eee_ihtc_2021) and log in.

If you do not have existing EasyChair log in, select "Create account", complete form and system will send email with link (valid for one week) to enable the final stage of account set up (Setting up Username and Password). After Setting up an account, it will be necessary to go back to [IHTC 2021 Submission page](#) and log in.

After logging in, click on "[Make a New Submission](#)" link.

The screenshot shows the 'Select a Track' section of the IEEE IHTC 2021 submission form. At the top, there is a navigation bar with 'New Submission', 'IEEE IHTC 2021', 'Premium', 'Conference', 'News', and 'EasyChair'. Below the navigation bar, the text 'Select a Track' is displayed. A message reads: 'Please select the track relevant for your submission and click "Continue".' Below this message is a list of tracks, each with a radio button. The tracks are: Sustainable Agriculture and Food Security (SDG1, SDG2), Good Health and Well Being (SDG3), Quality Education (SDG4), Clean Water and Sanitation (SDG6), Affordable and Clean Energy (SDG7), Sustainable Cities and Communities (SDG11), Climate Action (SDG13), Community Engagement - Social and Economic Factors, Ethical, Societal, Privacy and Security Considerations, Supporting Integration of Refugees, Disaster Mitigation and Management, and Implementation of Other SDGs. A red 'Continue' button is located at the bottom of the list.

Select the IHTC Thematic Track that is most relevant to the focus of your submission. IHTC focuses on showcasing challenges, success stories, lessons learnt, case studies and technological innovation related to achieving the UN Sustainable Development Goals (SDGs), ICT4D and the application of Humanitarian Technologies (including Disaster Relief and Disaster Recovery).

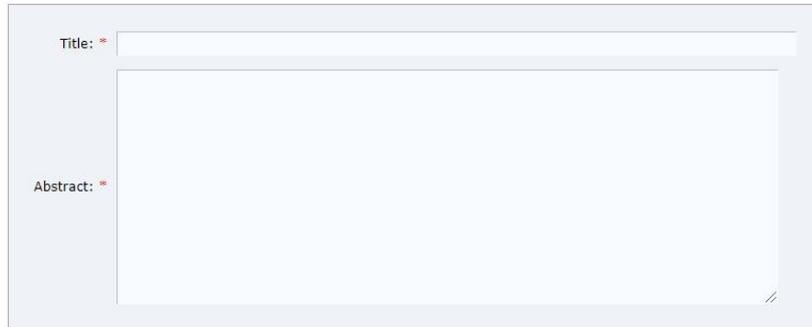
The screenshot shows the 'Address for Correspondence' section of the IEEE IHTC 2021 submission form. At the top, there is a navigation bar with 'New Submission', 'IEEE IHTC 2021', 'Premium', 'Conference', 'News', and 'EasyChair'. Below the navigation bar, the text 'New Submission for IEEE IHTC 2021 (Good Health and Well Being (SDG3))' is displayed. A message reads: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.' Below this message is a form with the following fields: Address, line 1: \*, Address, line 2: \*, City: \*, Post code: \*, State (US only): \*, and Country/region: \* (with 'Ireland' selected). Below the form, the text 'Author Information' is displayed, followed by a message: 'For each author please fill out the form below. Some items on the form are explained here:'. Below this message is a list of instructions:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

After Selecting the track, it is necessary to provide details on the corresponding author, details of each author - Name, Email, Country, Organisation and tick if corresponding author or nominated presenter.

### Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.



The screenshot shows a form with two main input areas. The top area is labeled 'Title: \*' and has a text input field. Below it is a larger area labeled 'Abstract: \*' with a text area for writing. The form has a light blue border and a small cursor icon in the bottom right corner of the abstract area.

Please add submission **title** and **short abstract** summarising the problem domain, paper objectives, research methodology, main findings and recommendations in 150 words.

For short paper and full papers, this is the abstract section from the paper structure.

For Submissions for Oral presentations this is a summary, which the 300 word abstract submitted as a pdf file.

Add keyword - separate line for each with no commas

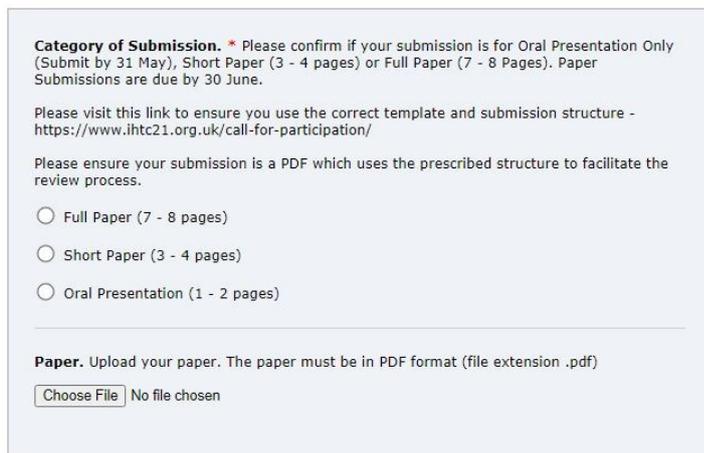
### Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



The screenshot shows a form with a single text area labeled 'Keywords: \*'. The area is empty and has a light blue border with a small cursor icon in the bottom right corner.

### Other Information and Files



The screenshot shows a form section with the following content:  
**Category of Submission.** \* Please confirm if your submission is for Oral Presentation Only (Submit by 31 May), Short Paper (3 - 4 pages) or Full Paper (7 - 8 Pages). Paper Submissions are due by 30 June.  
Please visit this link to ensure you use the correct template and submission structure - <https://www.ihtc21.org.uk/call-for-participation/>  
Please ensure your submission is a PDF which uses the prescribed structure to facilitate the review process.  
 Full Paper (7 - 8 pages)  
 Short Paper (3 - 4 pages)  
 Oral Presentation (1 - 2 pages)  

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**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)  
 No file chosen

Select the **submission type** - Oral Presentation Only (deadline 31 May), Short Paper and Full Paper (Deadline 30 June)

Select the **pdf file** and click **Submit**.

After submission you will see the information submitted and receive an automated email acknowledgement.

### Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

**Submit**