[Please note the header on the first page (only) includes the indication of the Conference. Allow two line spaces (returns) between the header and the title of the paper]

The Title of the Paper should be Calibri, 14-point, bold, left-justified, paragraph spacing before and after 0pt, followed by two returns at 12pt

**Ann Golum1 and Mary Hobbit2 [12 point, left justified, different affiliations numbered]**

1 University of Sauron, UK, may include an institutional address or correspondence email [my\_email@sauron.ac.uk](mailto:my_email@sauron.ac.uk);

2 May include a research Unit, Faculty of Fire Engineering, University of Science, Shires, New Zealand, address or email: [email@science.ac.nz](mailto:email@science.ac.nz) (12 point, normal, left justified)

**Abstract:** This abstract should be a maximum of 200 words. Font Calibri, 10 point, normal, fully justified, single space.

**Keywords:** Up to five

# Headings, bold, 12 point, paragraphs of headings should have line spacing single and spacing kept 12pt before and 0pt after

Main body of the text must be 12 point, with alignment fully justified. All paragraphs should have lines spacing single and spacing kept 0pt before and 0pt after. The first line of the first paragraph of each section must have indentation set to 0pt.

The following paragraphs must have an indentation of the first line of 1cm.

## You may include sections and subsections (bold, 12 point, 6pt before and 0pt after)

Be consistent throughout the paper and number sections and subsections.

Follow as much as possible these guidelines and no not reduce font sizes or spacing.

Page layout should be single column, with top and bottom margins 2.54cm, left and right ones 2.54cm and document must be size A4.

## Size of paper

You have a maximum of 6,000 words and the file size should be no more than 2Mb

## Figures and Tables

Put figures and tables in the main body of the text and do not forget to include a caption. Examples are provided below.

The size of the font inside the table can also be in font 10pt.

Table 1. Caption should be positioned above the table. Font size 10pt. Include a space 6pt before paragraph

|  |  |
| --- | --- |
|  | Temperature [ºC] |
| Living room | 20 |
| Bedroom | 18 |
| Kitchen | 22 |

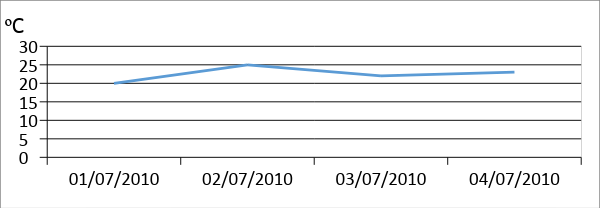


Figure 1. Caption should be positioned below the figure. Font size 10pt

# Submit your paper

Please upload your paper to the conference system:

<https://flame.firebird.systems/EcoHouse/CATE2019/MySubmissions>

Please send your paper in Microsoft Word (\*.doc or \*.docx but maintain compatibility with 1998-2004 for Mac or 1997-2003 for Windows versions). In case you don’t have Microsoft Word you may send the paper as pdf but it must not be secured. Papers that do not comply with the guidelines may be refused. All the papers that are accepted will be published in a pdf secured format e-book of proceedings to be freely available after the conference from the [www.comfortattheextremes.com](http://www.comfortattheextremes.com) website.

If you have any queries about the format of your paper, please contact: Will Finlayson at [will.finlayson@gmail.com](mailto:will.finlayson@gmail.com)

# References

Within the text give author and year of publication in the Harvard style of referencing. E.g. (Bright, 2005), for more than two authors and put (Bright et al, 2005).

References should be listed at the end of the paper in alphabetical order of author using the Harvard’s system. Examples are presented below:

Bloggs, J., 2000. *Thermal Comfort in the heated, cooled and free running residential buildings in northern Europe*. London: E&F Spon Ltd [For books: Author(s), Initials., Year. *Title of book*. Edition (only include this if not the first edition). Place: Publisher.]

Bloggs, J., 2000. *Thermal comfort in domestic buildings: the importance of user behaviour.* PhD. University of North London [For Dissertation: Author, Year of publication. *Title of dissertation*. Level. Official name of University.]

Bloggs, J., 2000. Thermal Comfort. *Energy and Buildings*, 32(2), pp 100-110 [For journals: Author(s), Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.]

Bloggs, J., 2000. Thermal Comfort. *CIBSE National Conference Dublin 2000*, Dublin, Ireland, 20 - 22 September 2000. Balham: CIBSE [For conferences: Author(s), Year. Full title of conference paper. In: followed by editor or name of organisation, *Full title of conference.* Location, Date, Place of publication: Publisher.]

**Copyright Notice**

Authors who submit to this conference agree to the following terms:  
Authors retain copyright over their work, while allowing it to be published in the CATE 19 Conference proceedings to be available for download free from the conference website after the event.