

Synopsis pattern – General requirements

Please read these instructions carefully!

Deadline for submission is 14 October 2026.

General instructions:

The number of pages should not exceed 3 pages and 5 MB.

Please capitalize the initial letters of your title except prepositions and articles.

Important: The length of the title is limited to a maximum of 100 characters incl. spaces.

Each page should be a single column on European A4 size (210mm x 297mm).

The margins have to be set up as follows:

Top margin to the first line:	2.2 cm
Bottom margin to the last line:	3.0 cm
Left margin to the text:	1.7 cm
Right margin to the text:	1.7 cm

Font sizes:

Text	Letter Type	Size	Art
Title	Arial	16 points	Bold
Body text	Arial	11 points	
Heading 1 st order	Arial	14 points	Bold
Heading 2 nd order	Arial	12 points	Bold
Heading 3 rd order	Arial	11 points	Bold
Captions	Arial	10 points	Only "Fig. n:" bold

Please ensure that all fonts and pictures or tables are embedded in the final PDF-file.

Please use single spacing for the text, 4 pt spacing after line and justify the text (i.e. align the text to both the left and the right margins).

We recommend using the following pattern to produce your synopsis for PCIM Seminars.

After your synopsis is written, please submit your synopsis as PDF-file online.

Your Seminar Title – (16 pt, bold, max. 100 characters incl. spaces) Please Capitalize the Initial Letters of Your Title Except Prepositions and Articles

Seminar instructor: First name and surname, e-mail-address
First name and surname, e-mail-address (Delete if not needed)
First name and surname, e-mail-address (Delete if not needed)

Synopsis (Heading 2nd order, 12 pt, bold)

Here, you start to write the synopsis (short form) of the real paper. It consists of an introduction, the body of the text with the different paragraphs, including figures, formula, tables, images and the conclusion.

The synopsis is an extended summary of your seminar. You may describe which topic will be presented and which possible solutions, problems or outcomes can be expected by attending the seminar. It should give a clear idea of what to expect in the seminar.

The guidelines and requirements for a synopsis submitted to PCIM Conference are:

- The instructor(s) obtain company and governmental clearance prior to submission of the synopsis
- Synopses marked or labeled as “Confidential”, “Proprietary” or with similar wording will not be accepted.
- Synopses can be submitted in any version of Adobe Acrobat.pdf
- Number all pages of the synopsis.

Example Heading 3rd order (11 pt, bold)

This is a normal text in 11 pt type size and 4 pt spacing after line.

Planned Outlines (Heading 2nd order, 12 pt, bold)

Please list the contents of the seminar.

1. Introduction
2. Topic A
 - o Subtopic
3. Topic B
4. ...