

2026 theme: Fit for 2050 - Redesigning Spaces for Wellbeing, Inclusivity, and Sustainable Performance

Loughborough University, 23 - 24 April 2026

Research, Review and Opinion Papers, Case Studies, and Poster Submission Guide

This guide is aimed at ensuring consistency and making the process smooth and efficient for you as an author, as well as helping the planning committee. This contains information for papers, case studies and posters. Please check your email notification to see whether you have been invited to present a paper or case study (both presented by oral presentation) or a poster (with the optional support of a reviewed paper and/or a 4-minute compendary 'poster pitch').

It is important to read through this author's guide prior to completing your submission.

Please feel free to contact us at symposium@cibse.org if you have any queries.

Permissions

All material submitted is assumed to be exclusively for the CIBSE Technical Symposium 2026, and not to have been submitted for publication elsewhere. All authors must sign/confirm acceptance of the non-exclusive rights to the Chartered Institution of Building Services Engineers (CIBSE) by completing an online form on submission of the first draft – this allows CIBSE to publish the work.

It is the responsibility of the author(s) to obtain written consent from the original publisher and author(s) to use any material published previously elsewhere.

Please note, AFTER the 24th of April 2026, you are free to publicise your paper/case study/poster on other platforms (e.g., University repository, research gate, social media, organisational & personal websites). We kindly ask that you please reference when and where the original material was presented e.g., CIBSE Technical Symposium 2026, 23 – 24th April 2026, University of Loughborough.

Promotion and commercialisation

The materials submitted must not contain text or graphics that might be considered as promoting a commercial product or organisation. Commercial names (and product names) and logos should not normally be used – a single use may be acceptable if it is essential for the understanding of the material. Please note that the Symposium Planning Committee reserves the right to reject at any stage any paper/case study/poster that is deemed as failing to meet the required criteria.

Ethical considerations

All material must have been ethically derived and if there is any use animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and guidelines and that the author's own institutional committee(s) have approved them.

Use of AI in the Production of Submitted Materials

Authors are expected to ensure that all submitted work represents their original contributions. If artificial intelligence (AI) tools are used in the development of any part of the submission—including text generation, data analysis, or image creation—this use must be clearly acknowledged and appropriately contextualised. AI may support the research and writing process, but authors remain fully responsible for the accuracy, integrity, and scholarly value of the final submission. Transparent disclosure of AI involvement promotes academic integrity and trust in scholarly communication.

Submission timeline and instructions

Activity	Deadline
Authors invited to submit paper/poster/case study	4 August 2025
Authors draft paper deadline	29 September 2025
Authors given feedback	31 November 2025
Final (revised) Paper Deadline	1 December 2025
Presentation Slides Submission Deadline	19 March 2026
Symposium (Loughborough of Loughborough)	TBC

Final PDF files of the paper/case study/poster (including modifications arising from the review process) will be required by Monday 1 December 2025. Acceptance is conditional on addressing any referees' comments as advised to authors by the planning committee.

Please be prepared to update your paper / poster or case study after the peer review process has been completed.

The PDF files you submit must have your reference number as a 2 or 3-digit number (that you were sent by email when your paper was commissioned) as the file name e.g., 003.pdf. (You will also need to fill in the field with that Reference Number on the submission page).

The Symposium Planning Committee reserves the right to reject at any stage any paper/case study/poster that is deemed as failing to meet the required criteria.

Research, Review and Opinion Papers

Word count

Research and Review Papers are expected to be between 3000 - 5000 words (maximum). Opinion Papers are expected to be between 1000 - 3000 words (maximum). Please note references, bibliography, appendices, and acknowledgements do not count to the overall word count.

Content

Research, Review and Opinion Papers should be presented in line with the “**Example Paper to Indicate Formatting**” word document provided. They should include the following items in the order given:

Title Page

Title The title should indicate the content of the contribution precisely, be as short as possible (normally not more than 12 words) and worded to distinguish the paper from other known publications. The first word and other keywords should be suitable for indexing.

Authors and affiliations Authors should include their title, forename (or initials), surname and postnominals, (including any CIBSE membership), the establishment where the work was carried out (if the author has left this establishment his/her present address should be given as a footnote). Optionally an email address can also be included. For papers with several contributors (note that **only exceptionally would there be more than 3 contributors**), the order of authorship should be made clear and only the 'responsible author' named with their email contact information listed. Please note that in the Technical Symposium program we will only publish the name and affiliation of the presenters. Up to two authors can present at the Symposium.

Abstract Please provide an abstract of 150 words. It should guide readers on whether the contribution will interest them, giving a brief outline of the content of the paper and drawing attention to new information, principal conclusions, and recommendations. The abstract should be understandable independently without reference to the main paper text.

Keywords Up to five relevant keywords should be given that can assist in indexing the paper.

Text (please also refer to the “Example Paper to Indicate Formatting” word document) This should be written in the third person, in simple and concise terms and give sufficient introduction to the subject to be understood readily without undue reference to other publications. Conclusions and recommendations should be drawn together at the end of the text; the conclusions should not merely summarise the body of the paper. Trade names must not be mentioned, nor may the manufacturers be stated except in the form of an acknowledgement of information or assistance at the end of a paper. Mathematical expressions should be inserted very clearly with all symbols defined. Subheadings should be typed on separate lines and numbered 1., 1.1, 1.1.1 etc. to indicate their progressive order of importance. The use of more than three levels of heading should be avoided.

Appendices These **should only be used if essential** to explain statements in the text and kept to a minimum. Any detailed mathematical derivation of formulae should appear after the references.

References These should be based on the Vancouver style. For a fuller explanation see: <https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/> References should be cited consecutively in the text using clearly defined numbers to refer to the list. All authors should be provided and titles written in full. First and last page numbers, volume number and year of publication should also be given for each reference, with issue numbers or exact dates of periodicals. For conference reports etc. information should be given to enable the readers to identify the reference easily. Material not freely available (e.g., private communications, unpublished and internal reports etc.) should not be included in the references.

Please note references do not count towards the overall word count of the submission.

Example:

For a journal

1 Surname Initial, Article Title, Journal Title, YEAR, ISSUE: PAGE NUMBERS.

For a book

2 Surname Initial, Book title, Publisher, YEAR.

For an article within a book

3 Surname Initial, Book title, Publisher, YEAR. PAGE NUMBERS

For conference proceedings

4 Surname Initial, Paper title, Conference name, Conference location, Conf organisation, YEAR.

For a PhD thesis

5 Surname Initial, PhD thesis, Awarding College/Uni, YEAR.

For a Web Site

6 Page/Site Title, viewed date, URL

Bibliography There may be items which you have consulted but not cited as references. These can be listed at the end of your paper in a 'bibliography' in alphabetical order by author and formatted as the references above. If you can cite from a piece of work, it must be in the reference list not in the bibliography. The Bibliography does not count towards the overall word count of the submission.

Acknowledgements Authors should acknowledge any financial or practical assistance given. Acknowledgements do not count towards the overall word count of the submission but should be limited to 1 - 2 paragraphs in length.

Tables and Figures These should be incorporated into the body text and be included within the same file as the main text, clearly numbered and titled. Each table or figure should have a title stating concisely the nature of the information given. Units should be in brackets at the head of columns. The same information should not be included in both tables and figures. Photographs should be of good quality.

Headers and Footers At least the first page of the paper should include the header 'CIBSE Technical Symposium 2026'. The footer should contain the page number.

Typescript When preparing your final submission:

- Use Arial or Helvetica font
- Use a minimum of formatting
- Roman, bold and italic type can be used, but use only one typeface and size - 12pt
- The text should be aligned left and unjustified, with hyphenation cancelled
- Indents, underlining and tabs should be avoided unless necessary
- Headings and paragraphs should be separated by two carriage returns
- There should be only one space between words and only one space after any punctuation

Style

General Abbreviations should be stated in full when first used in the text. Full stops should be used in lower case abbreviations (e.g., i.e.,) but not for capitals (CIBSE, UK). Spelling should follow the Oxford English Dictionary.

Mathematical Numbers below 10 should be written out in the text unless used in conjunction with units (e.g., three fans, 4 kg).

Use commas (not spaces) within numbers (e.g., 10,000).

Full points (not commas) should be used for decimals. For numbers less than one, a nought should be inserted before the decimal point (e.g., 0.125).

Authors should use standard terms and symbols, which should comply wherever possible with the relevant UK, European or International standard; in particular BS 4727 and BS 5775. See also CIBSE Guide section C7 'Units and miscellaneous data'. SI units must be used. A list of symbols is desirable.

All papers should be submitted as a PDF file ready for electronic distribution to conference attendees. All material should be fully substantiated.

Case Studies

A Case Study presentation is for those who wish to make a presentation to the Symposium but do not wish to produce a full paper. They will be expected to produce a 3 or 4 sheet summary (a maximum of 2,000 words) to accompany the oral presentation which will be internally peer reviewed by the review team.

Both the presentation slides and the supporting sheet summary should be submitted by **Monday, 29 September 2025.**

Presentation Slides

The first slide of the presentation should include the main presenter(s) surname and initials, their post-nominals (including any CIBSE), the establishment where the work was carried out (if the presenter has left this establishment his/her present address Trade names must not be mentioned, nor may the manufacturers be stated except in the form of an acknowledgement of information or assistance at the end of the case study.

Summary Sheets

The sheets submitted for peer review should also include the header '**CIBSE Technical Symposium 2026**'. The first page should include the authors details including surname and initials, their postnominals, (including any CIBSE membership), the establishment where the work was carried out and the contact information of the principal author (e.g., an email address).

The first sheet should contain the abstract summary previously submitted and provide supporting information to better understand the presentation slides submitted. We recommend reviewing the requirements for paper submissions above – specifically the 'Text' section and the "Example Paper to Indicate Formatting" word document - as this may be useful in structuring your summary sheets for peer review. The sheets submitted for peer review should also include the header '**CIBSE Technical Symposium 2026**'.

Posters

Posters should only be prepared if this option has been selected or specifically requested by the review team to present using a poster. These should initially be submitted as PDF files for review by **Monday, 29 September 2025**.

The poster should include:

Poster Title The title should indicate the content of the contribution precisely, be as short as possible (normally not more than 10 words) and worded to distinguish the poster from other known publications. The first word and other keywords should be suitable for indexing.

Poster Authors and Affiliations Authors should include their surname and initials, and their postnominals, (including any CIBSE membership), the establishment where the work was carried out (if the author has left this establishment his/her present address should be given as a footnote). For posters with several contributors, the order of authorship should be made clear, and the 'responsible author' named with their telephone/email contact information listed. Main author will be published on the program.

The poster should also include the words '**CIBSE Technical Symposium 2026**'.

Poster Layout The layout of the poster is not prescribed however authors are recommended to carefully consider the layout to make it both accessible and informative. As an example, see the guidance at <https://guides.nyu.edu/posters>.

Compendiary 'Poster Pitch'

If offered and agreed by the planning committee there is a limited availability option to take part in a 4 minute compendiary 'poster pitch' that will require a maximum of 4 slides PLUS a first slide that provides the title and author information that could be, for example, "What I am trying to achieve" - "How I did it" - "How it will positively affect the industry". The content of the slides is up to you. You may choose to use no slides. Please note that your business affiliation may only be included in the first and last slide but please remember that you have only 4 minutes in total to present the slides.

If a compendiary poster pitch is made available to you by the planning committee the slides must be submitted no later than **19 March 2026**. **NOTE** that this is in addition to submitting the poster (for initial review by Monday, 29 September 2025).

Please feel free to contact us at symposium@cibse.org if you have any queries.