

It's a Zoo out there!

11-13 May 2026, A Room with a ZOO, Antwerp, Belgium

Authors' Guidance

Guidelines for the preparation and submission of extended abstracts for CEDA DREDGING DAYS 2026

Issued by: CEDA – Central Dredging Association
for the Technical Papers Committee of CEDA Dredging Days 2026

Date: November 2025

1 INTRODUCTION

CEDA Dredging Days extended abstracts should describe original work and should not have been published or offered for publication elsewhere. It is the authors' responsibility to obtain all necessary approvals for publication from employers or others involved, before the submission of the extended abstract.

2 CONTENT

Extended abstracts must be written in English in a clear and straightforward manner so as to be easily read and understood. It should be remembered that they will be read by many whose first language is not English. Simple sentence construction will assist clarity.

You are requested to submit the draft version of your extended abstract as well as a draft version of your powerpoint presentation (16:9 format) (in PDF) for review.

The maximum time allotted for presentations is **15 minutes** (13 minutes presentation/2 minutes Q&A).

2.1 Text

The extended abstract must address the interests of readers with diverse specialities and backgrounds. Abbreviations and synonyms should be spelled out and identified the first time they are used. Trade names and professional jargon should be kept to a minimum. **The paper should be free from explicit and implicit commercialism or private interest.** Company and product names, if used, should be included for identification purposes only. References to earlier work in the field and credits to recent contributors should be included.

2.2 Terminology

The TPC requests the authors to avoid the use of the words listed below since due to their negative connotations those words propagate a negative image of dredging. Examples of preferred alternative words are also given.

- ~~Sanitation~~ → remediation/cleanup
- ~~Sanitised~~ → remediated/cleaned up
- ~~Dumping~~ → relocation, placement, disposal
- ~~Spoil~~ → sediment, silt, dredged material
- ~~Sludge~~ → sediment, silt, dredged material
- ~~Noise~~ → sound
- ~~Polluted~~ → contaminated

2.3 Symbols

All symbols must be shown in the nomenclature list that follows the text. The SI system of units should be used. If units other than SI units are included, they should be given in parenthesis after the relevant SI unit. The common units of time will persist, and also in appropriate contexts, the angular measurements.

2.4 Graphics and tables

Avoid commercial endorsements in illustrations. A graphic which includes a trade name incidentally is acceptable, but illustrations incorporating the logo of the company with which the author is associated will not be included in the proceedings.

2.5 References

Please use Harvard referencing style. Citations in the text should be given in parentheses, for example: (Author, Year) or (Author et al.,Year) or (Author1 and Author2, Year). List your bibliographical references at the end of your paper in alphabetical order. For some typical reference list examples please see below.

Journal article – printed, with two authors:

Jones A. and Other A.N. (1987). Title of the very interesting and informative article. *Name of the international highly respected professional journal*, Vol. 2, No. 3, 1-20.

Journal article – online, with two authors:

Jones A. and Other A.N. (1987). Title of the very interesting and informative article. *Name of the international highly respected professional journal*. [Online] Vol. 2, No. 3, 1-20. Available from: <http://www.website.org/filename.html> [Accessed 20 January 2015]

Book:

Jones A., Other A.N. and Black J.K. (2000). *Title of the very interesting and informative book*. Publication information, 1-30.

Congress article:

Jones A., Other A.N. and Black J.K. (1999). *Title of the very interesting and informative congress paper, in proceedings of the very interesting and highly successful congress*, City, Country, 315-350.

3 FORMAT

EXTENDED ABSTRACT

To ensure a degree of uniformity authors are requested to use the template provided. Please find below the corresponding typing instructions.

General

- ☐ Top, bottom and side margins: 2,54 cm (1 inch)
- ☐ Fonts: Calibri pt 10 (or equivalent), with the exception of the title (Calibri pt 12) and the author details at the bottom of the page (Calibri pt 9)
- ☐ Extended abstract should be single-spaced, with no distance above or below text
- ☐ Use full justification
- ☐ Use the A4 page fully i.e. do not leave empty spaces
- ☐ Extended abstracts should consist of 750 – 1,250 words
- ☐ Do not use tabs to start new paragraph
- ☐ Do not number pages
- ☐ Do not draw a frame around your text
- ☐ Do not use header or footer
- ☐ Do not use company headed paper

Title page

- ☐ Title (+subtitle, if any): Calibri pt 12, all capitals, centered
- ☐ Two blank lines between title and authors and between authors and text
- ☐ Author names in bold and in pt 10, centered: **B. Jones¹, W. Smith² and H.X. Williams³ (Calibri 10)** (so initials first, followed by last name plus use the word “and” before the last author name)
- ☐ Author information, consisting of affiliation, country, email, in pt 9 at the bottom of the page

Headings content pages

- ☐ Started with capital and followed by lower case letters, in bold, aligned left, preceded by one blank line
- ☐ Do not use colon at end of heading

Example:

This is a subheading

Figures, tables and captions

- ☐ Incorporate figures and tables into the body of the text as close as possible to their first mention in the text.
- ☐ Two blank lines between actual text and figures
- ☐ Center captions in 10 pt normal (not bold) and number them consecutively in the order in which reference is made
- ☐ Figure caption below figure, table caption above table
- ☐ Use a dot after Figure X. Text of caption and Table X. Text of caption

Example:



Figure 1. Example for figure caption

Table 1. Example for table caption

	A	B	C
1			
2			
3			
4			

Formulae and equations

- ☐ Formulae and equations indented and successively numbered (in parenthesis) flush with the right-hand guidelines

Example:

$$y = a + b + cx^2 \quad (1)$$

References

- ☐ See examples given under 2.5
- ☐ Citations in the text in parentheses (Author, Year)
- ☐ References in alphabetical order
- ☐ A blank line in between 2 references

POWERPOINT PRESENTATION

Tips for preparation of good slides (16:9 format)

The general rule for effective slides is to include only the relevant information and to make sure your audience can read your slides.

1. Include only necessary information on slides.
2. On each slide include only information that you will discuss. Limit each slide to one main idea, and just a few sentences.
3. Avoid tables or simplify them by including only the data that you will need to make your point.
4. Use numbers with only a few significant digits (round up or down). If there is some graphical way to present the same information, do so.
5. Do not show slides that you need to introduce with the following words: "I am afraid you will not be able to read this...."
6. Horizontal slides are best, since the size of the screen may result in cropped vertical slides. In addition, viewers at the rear of the audience in a large room will probably not be able to see the bottom of vertical slides.
7. Make sure your slides are readable. Check your slides on your computer screen from a distance of 2 to 3 metres. If you can read them properly, the projections at the conference will be of a good quality as well.
8. Use no more than 7 lines of text per slide.
9. Be consistent in all aspects: typeface (size, styles, and spacing), colours and convention. Do not use more than 3 typefaces or more than 5 colours.
10. Font sizes of 18-24 pt seem to work well in most cases. "Sans Serif" typefaces (Arial, Helvetica, etc.) are generally easier to read.
11. If you want to present any movies, please embed them in your PowerPoint presentation; this will run more smoothly.
12. Slides with light colour backgrounds may be more legible than slides with dark backgrounds. Choose colour combinations that contrast well (e.g. white lettering on a darker background is easier to read than black lettering on a coloured background).
13. Organise your slideshow. **If you refer to the same slide more than once, use duplicates.** Do not torment the audience by "rewinding" or "fast-forwarding" through your slides to find the one you want to recall.

4 SUBMISSION

Both draft extended abstract and draft PowerPoint presentation (in PDF) for review by the TPC and final extended abstract must be uploaded in the Presentation Portal. The maximum size of the document is 5 MB. You have received a link via email to access the Presentation Portal.

4.1 Draft extended abstracts for review by the TPC

Draft extended abstracts must be submitted by **13 January 2026**. All draft extended abstracts will be peer reviewed. Comments from the reviewers will be available to the authors by **17 February 2026 the latest**.

4.2 40 word summary

Authors are requested to also upload a 40 word long summary, containing the innovative aspects of your extended abstract (in other words, tell why people should read your abstract/listen to your talk), as well as a high res, copyright free image related to your extended abstract as a separate graphic file by **13 January 2026** the latest. We will use it in social media posts and other promotional activities relating to the conference.

Follow CEDA on linkedin (<https://www.linkedin.com/company/central-dredging-association---ceda/>) and X (@CEDAdredging) so that you can engage with these posts.

4.3 Final version

The final extended abstract will be published in the Conference Proceedings. The final extended abstract must be submitted by **10 March 2026**. **Please note that the TPC reserve the right to remove a contribution from the programme and from publication if it finds that the reviewers' recommendations have not been followed, or discovers that the extended abstract has been previously published.**

Each final extended abstract submission must include:

- The final version of the extended abstract
- Registration as speaker

- The completed CEDA Dredging Days 2026 Copyright Form (to be uploaded via the speaker registration form)

Please note: The submission deadlines will be strictly enforced.

Important: It is understood by the submission of the final extended abstract that one or more of the authors will register for the conference, pay the appropriate fee(s), attend the conference and give a presentation in English. The presenting author (one author per abstract) is entitled to a discount on the registration fee and will receive a link to the speaker registration form once the draft extended abstract has been accepted.

4.4 Summary of important dates

Submission of draft version:	13 January 2026
Submission of summary and image:	13 January 2026
Reviewer comments to authors:	17 February 2026
Submission of final version:	10 March 2026
Registration as speaker:	10 March 2026

5 ENQUIRIES

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