

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 the
Young CEDA Pitch Talks of CEDA DREDGING DAYS 2026

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

Date: June 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 - LANGUAGE

The extended abstract (in Word) 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.

An extended abstract must include

- Title
- Name(s) of author(s), affiliation, country, e-mail
- Text
- 1 – 2 images (preferably)
- Acknowledgements (if any)
- References (if any)

In addition, you are invited to submit a powerpoint presentation (16:9 format) for constructive feedback (PDF). Contributions in this category will be presented in Pecha Kucha style; 20 slides for 20 seconds of commentary each.

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 extended abstract 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 | → | remediated/cleaned up |
| • Sanitised | → | remediated/cleaned up |
| • Dumping | → | relocation, placement, disposal |
| • Spoil | → | sediment, silt, dredged material |
| • Sludge | → | sediment, silt, dredged material |
| • Noise | → | sound |
| • Polluted | → | contaminated |

3 FORMAT (see attached example)

EXTENDED ABSTRACT

To ensure a degree of uniformity authors are requested to follow the typing instructions provided below.

3.1 Length of extended abstract

Extended abstract should consist of 750 – 1,250 words.

3.2 Typing instructions

Paper size - margins

The text should be submitted on unlined white **A4 paper** with **top and side margins of 2.54 cm (1 inch)**. Use **full justification**. Do not leave additional margins. Do not use company headed paper. Do not draw a frame around your text.

Spacing

Extended abstract should be **single-spaced with no distance above or below text**.

Fonts

Use Calibri 10 pt.

Exceptions:

Title of abstract: Calibri 12 pt.

Author details: Calibri 9 pt.

Page numbers, headers or footers

Do not number the pages. Do not use headers or footers.

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. Leave two-line spaces between the actual text and figure (including caption). Since the Conference Proceedings will be published online, the use of colour illustrations is encouraged. The graphics should have a resolution of 300 dpi.

Captions

Captions should be centered, using a 10 pt normal font and writing out the full words “Figure” and “Table” (see examples below). Figure captions should be below the figures; table captions should be above the tables. Explanations should be given at the foot of the table, not within the table itself. Leave 2 lines of space between actual text and figures/tables.

Examples:

Figure 1. Example for figure caption

Table 1. Example for table caption

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 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.

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 version of the extended abstract for review by the TPC and final version of your extended abstract must be uploaded via the Presentation Portal as Word file. Other file formats will not be accepted.

4.1 Draft versions for review

The draft version of the extended abstract with indicated layout must be submitted by **13 January 2026**. All draft versions will be peer reviewed. Notification of acceptance and comments from the reviewers will be sent to the authors by **17 February 2026 the latest**.

4.2 40 word summary

Authors are requested to also submit a 40 word long summary, containing the innovative aspects of your work (in other words, tell why people should read your extended abstract/listen to your talk), as well as a high res, copyright free image related to your work as a separate graphic file by **13 January 2026 the latest**. We are going to publish this summary on the conference website and 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 versions

The final version of your extended abstract will be published in the Conference Proceedings. The final version must be submitted by **2 April 2026**. **Please note that the TPC reserves the right to remove an extended abstract 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.**

In addition, you are invited to submit a powerpoint presentation (16:9 format) together with the final version of your extended abstract for constructive feedback (PDF) of the TPC.

Other documents that need to be provided:

- A 100 word biography of the author who will be presenting
- A high res picture of the presenting author (portrait)
- The completed CEDA Dredging Days 2026 Copyright Form

Please note: The submission deadlines will be strictly enforced.

Important: It is understood by the submission of the final version 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 Pecha Kucha style if the extended abstract has been selected for presentation.

Online registration on <https://ceda.eventsair.com/dd26> will be open from September 2025. Speakers will receive a personal registration link to be able to register at the speaker fee after the draft version of the 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:	2 April 2026
Registration as speaker:	Before 1 March 2026

5 ENQUIRIES

CEDA Dredging Days 2026 Conference Secretariat
Sylvia Minten
E-mail: sylvia@mintenprojectmanagement.nl
Tel: +31 61 660 3947

Attachment: Example extended abstract CEDA Dredging Days 2026