

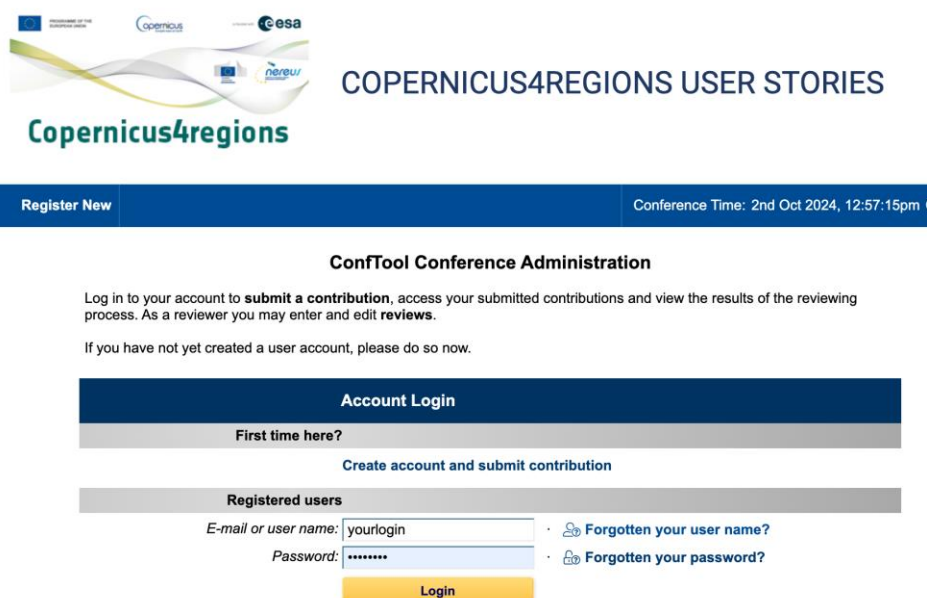
→ THE EVER GROWING USE OF COPERNICUS ACROSS EUROPE'S REGIONS

Instructions for Authors

ConfTool Software

Step-by-Step Instructions:

1. Login:
 - o Open your web browser and go to the ConfTool login page:
<https://www.conftool.org/copernicus4regions>
 - o Enter your username and password to log in to your ConfTool account.



2. Submit a New Contribution:
 - o In the main menu, click on the "Submit Contribution" or "Your Submissions link.

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- Choose Contribution Type:
 - Select the type of contribution you want to submit:
 1. Abstract
 2. QUOTE by the public authority explaining the solution
 3. Update of the Abstract or QUOTE by the public authority explaining the solution
- 3. Fill in Submission Details:

Overview > Your Submissions > New Submission

Submission of a Contribution - Step 1

Please complete the form below in order to submit your contribution. All fields marked with an asterisk (*) must be filled in. The next steps will allow you to preview your submission, upload files to the server (if required), and to save your submission.

Information on This Contribution

Submitting Author: Maciek Mysliwiec (User ID: 1000)

Submission Type / Conference Track: COPERNICUS4REGIONS STORIES

Information on Author(s)

* Author(s)	First & Middle Name/s	Last Name	E-Mail	Org. Index ?
1	Your	Name	your@email.com	
2				
3				
4				

Add Rows for More Authors

Please list one author per line. If the contribution has several authors from different organizations, please put an **index number** of the authors' organizations in the right column. The index numbers have to match the line numbers of the organizations below. Several organizations per author may be separated by commas. Please make sure that **your co-authors agree to the storage and processing of the submission and their personal data** in accordance with the Data Privacy Agreement before you proceed with the submission.

*** Organization(s)**

1	Your Organization
2	
3	
4	

Add Rows for More Organizations

Please list **every organization only once**. The line number of the organization has to **match the index number** listed above (behind the authors).

Preview List of Authors

Your Name
Your Organization

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- Authors
 - Indicate the Lead Author, affiliation, email address
 - Provide List all contributing authors and their affiliations.
 - Ensure names and affiliations are accurate.
 - Fill the e-mail sections for all the authors
- Organization
 - Indicate the Authors affiliations
- Title of your story (Max 10 words)
 - Enter the title of your abstract. Look for an effective, simple and concise title here.
- Abstract Text:

Enter the text of your abstract. Follow guidelines:

Contribution Details	
* Title of your story	<input type="text"/> <i>10 words remaining</i> Maximum permitted length of title: 10 words If your story is an update to a previous user story, please retain the title of the previous one.
* Abstract	Be simple and concise! In maximum 3 lines, you shall be able to express the core messages of your story. Always remember to avoid acronyms and technical jargon. <div style="border: 1px solid #ccc; padding: 5px;">B <i>I</i> x x' <ul style="list-style-type: none">☰☰ ↶ ↷ ↺ ↻ Ω 🔗</div> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="border: 1px solid #ccc; padding: 2px;">0 words, 0 characters (including spaces)</div>
* The Challenge	This paragraph is extremely important to set your story! Use plain language, aiming at the general public. For example, avoid acronyms or technical jargon. <div style="border: 1px solid #ccc; padding: 5px;">B <i>I</i> x x' <ul style="list-style-type: none">☰☰ ↶ ↷ ↺ ↻ Ω 🔗</div>

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- **Abstract**

Be simple and concise! In maximum 3 lines, you shall be able to express the core messages of your story. Always remember to avoid acronyms and technical jargon.

- **The challenge** (indicative length: 80 to 100 words, or 500-600 characters with spaces)

Use plain language, aim at the general public. Avoid acronyms or technical jargon. Now focus on the problem or challenge. What motivates this application? Who is the authoring entity?

- **User Quote**

Enter a quote from the primary user here e.g. This application of Sentinel allowed us to improve our performances

- **The Space Solutions** (indicative length: 140 to 180 words, or about 1300 characters with spaces)

Use plain language, aim at the general public. Avoid acronyms or technical jargon. In this Section You should describe the solution based on Earth Observation/Sentinels data and mention who is the service provider: is it a commercial or a public entity? How does the solution help to solve the problem you were facing? How are satellite data used within the solution? Remember that any solution described here must be operational or pre-operational. No research results should be presented, only applications should be presented. If you want to re-submit a story from the previous publications in which significant changes occurred, it would constitute a new story, otherwise, it would remain an old story. If the user of the story changes, it is considered a new story. If the user remains the same, it is considered an update to the existing story.

Articles shall feature EO-derived solutions that are based, entirely or partially, directly or indirectly, on Sentinels or Copernicus Contributing Missions data. Submitted papers that do not make any use of these data sources (not even indirectly) will be discarded. Note that the use of Sentinel data or of the Contributing Missions data could also be indirect

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i.e. through the Copernicus Services or through a commercial service.

- **The Benefits and the beneficiaries** (indicative length: 140 to 180 words, or about 1300 characters with spaces)

Use plain language, aim at the general public. Avoid acronyms or technical jargon. In this Section You should describe what are the end user beneficiaries and what are the main benefits. What is the benefit brought by the use of the EO space-based solution to society and environment. How does the solution help with respect to existing alternatives? Does it help to save costs? Does it help to make any administrative process more efficient? Does it help to improve the monitoring practices? In which way? Describe any economic, political, environmental, security, quality of life and other benefits to the region's and/or European citizens. If available, include quantitative estimations or cost-benefit analysis of the technology solution. The list of beneficiaries should be also short and concise, please define the service provider, the primary user, the secondary user, and the end users beneficiaries, eg. Citizens.

- **A future with Copernicus?** (max 100 words, or about 600 characters with spaces)

Use plain language, aim at the general public. Avoid acronyms or technical jargon. Describe the strategy for the future, and the direction that this application will most likely take with fully operational Sentinels constellations and with increased maturity and awareness. If applicable, describe why Sentinels will be essential to maintain the solution working. You can mention here any pending problem to the full uptake of the solution that will hopefully be solved in the future.

- **Did you know?** (optional section)

Provide a short caption in which you can highlight in 50 to 60 words an intriguing aspect of the solution's implementation or its perception by other stakeholders.

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- **SERVICES: Service Provider:** (max 20 word)

Please indicate the name of the primary user organization. It is expected that this should be a local or a regional authority or any of their agencies in charge of providing services of public interest.

Inputs for the value chain graphic – SERVICES	
* Inputs for the value chain graphic – SERVICES: Service Provider	<p>Indicative length: 20 words Please indicate the satellite imagery used by the service provider</p> <p>B I x x² ☰ ☷ ↶ ↷ 🔗 ↻ 🔗 ↻ 🔗 ↻</p> <hr/> <p>Maximum length of abstract: 20 words Please wait for the online rich text editor to load. JavaScript has to be enabled.</p>
* Inputs for the value chain graphic – SERVICES: Primary User	<p>Indicative length: 20 words Briefly list the main product/service/information provided by the service provider to the primary user.</p> <p>B I x x² ☰ ☷ ↶ ↷ 🔗 ↻ 🔗 ↻ 🔗 ↻</p> <hr/> <p>Maximum length of abstract: 20 words Please wait for the online rich text editor to load. JavaScript has to be enabled.</p>
* Inputs for the value chain graphic – SERVICES: Secondary User	<p>Indicative length: 20 words Briefly list the main service or information or downstream impact for secondary users.</p> <p>B I x x² ☰ ☷ ↶ ↷ 🔗 ↻ 🔗 ↻ 🔗 ↻</p> <hr/> <p>Maximum length of abstract: 20 words Please wait for the online rich text editor to load. JavaScript has to be enabled.</p>
* Inputs for the value chain graphic – SERVICES: End User Beneficiaries	<p>Indicative length: 20 words Briefly list the benefits for end users</p> <p>B I x x² ☰ ☷ ↶ ↷ 🔗 ↻ 🔗 ↻ 🔗 ↻</p> <hr/>

- **SERVICES: Primary User:** (max 20 word)

Briefly list the main product/service/information provided by the service provider to the primary use.

- **SERVICES: Secondary User:** (max 20 word)

Briefly list the main service or information or downstream impact for secondary users.

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- **BENEFICIARIES: Secondary User:** (max 20 word)

Indicate the name of the primary user organization. It is expected that this should be a local or a regional authority or any of their agencies in charge of providing services of public interest

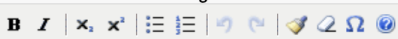
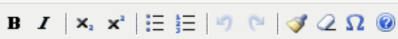
Briefly list the main service or information or downstream impact for secondary users. Please list them in order of importance and looking at the improvement with respect to the situation in absence of the Copernicus-based solution. Possible examples: better understanding of critical areas, programming and optimisation of field surveys

- **BENEFICIARIES: End User Beneficiaries:** (max. 20 word)

Please indicate the name or the names of End User Beneficiaries. For example on National Level, Country Citizens or society

- **Acknowledgements** (indicative length: 30 to 50 words, or about 130 characters with spaces)

All thanks and acknowledgments must be written here.

* Acknowledgements	Indicative length: 30 to 50 words All thanks and acknowledgments must be written here.  Maximum length of abstract: 50 words Please wait for the online rich text editor to load. JavaScript has to be enabled.
* Region of Application	Indicative length: 20 words Indicate which region or regions your story concerns. Please follow the NUTS classification (see https://ec.europa.eu/eurostat/web/nuts) and keep in mind that user stories should focus on NUTS 2 or NUTS 3 

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- **Region of Application** (indicative length: 20 words)

Indicate which region or regions your story concerns. Please follow the NUTS classification (see <https://ec.europa.eu/eurostat/web/nuts>) and keep in mind that user stories should focus on NUTS 2 or NUTS 3. Provide an English and an official language name.

- **Country of Submission** (choose from the list)
 - Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and United Kingdom.

Country (choose from the list)
<input type="checkbox"/> Austria
<input type="checkbox"/> Belgium
<input type="checkbox"/> Bulgaria
<input type="checkbox"/> Croatia
<input type="checkbox"/> Cyprus
<input type="checkbox"/> Czech Republic
<input type="checkbox"/> Denmark
<input type="checkbox"/> Estonia
<input type="checkbox"/> Finland
<input type="checkbox"/> France
<input type="checkbox"/> Germany
<input type="checkbox"/> Greece
<input type="checkbox"/> Hungary
<input type="checkbox"/> Iceland
<input type="checkbox"/> Ireland

- **Thematic Area:** (choose from the list)

* Thematic Area	<input type="radio"/> Transports, Civil Infrastructure and Safety
	<input type="radio"/> Cultural Heritage, Tourism and Leisure
	<input type="radio"/> Biodiversity and Environmental Protection
	<input type="radio"/> Territorial Management and Urban Planning
	<input type="radio"/> Public Health
	<input type="radio"/> Civil Protection
	<input type="radio"/> Agriculture, Food, Forestry and Fisheries
	<input type="radio"/> Climate, Water and Energy

- Transports, Civil Infrastructure and Safety; Cultural Heritage, Tourism and Leisure; Biodiversity and Environmental Protection; Territorial Management and Urban Planning; Public Health; Civil Protection;

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Agriculture, Food, Forestry and Fisheries; Climate, Water and Energy.

- **Copernicus Data Information covered:** (select one from the list):

Sentinel-1, Sentinel-2, Sentinel-3, Sentinel-5P, Sentinel-6, Copernicus Contributing Missions, CLMS, CMEMS, CEMS, CAMS, C3S

<p>* Copernicus Data Information Covered</p>	<input type="checkbox"/> Sentinel-1 <input type="checkbox"/> Sentinel-2 <input type="checkbox"/> Sentinel-3 <input type="checkbox"/> Sentinel-5P <input type="checkbox"/> Sentinel-6 <input type="checkbox"/> Copernicus Contributing Missions <input type="checkbox"/> Copernicus Land Monitoring Service (CLMS) <input type="checkbox"/> Copernicus Marine Environment Monitoring Service (CMEMS) <input type="checkbox"/> Copernicus Emergency Management Service (CEMS) <input type="checkbox"/> Copernicus Atmosphere Monitoring Service (CAMS) <input type="checkbox"/> Copernicus Climate Change Service (C3S)
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- **Usage Maturity Level:** (choose one from the list. Please refer to the following definition of the Usage Maturity Level. Remember that for the current call of user stories, we are solely interested in stories with UML 3 – 5)

<p>* Usage Maturity Level</p>	<p>Choose one from the list. Please refer to the following definition of the Usage Maturity Level. Remember that for the current call of user stories, we are solely interested in stories with UML 3 – 5.</p> <p>UML 1 Explorer: The LRA has never really made use of the Copernicus-based solution but it has planned ad-hoc tests to assess its potential benefits (e.g. as a project user).</p> <p>UML 2 Ad-hoc user: The LRA has used the Copernicus-based solution ad hoc in some specific cases but without an explicit interest to trial repeated usage (e.g. the test followed the initiative of single individuals within the organisation).</p> <p><input type="radio"/> UML 3 Pilot/Experimental Tester: The LRA has already used the Copernicus based solution in one or more trials and is concretely considering its integration within its standard practices</p> <p><input type="radio"/> UML 4 Early Adopter: The LRA has confidently used the Copernicus-based solution and is working to incorporate it as part of its processes (e.g. update of internal procedures, staffing, training...).</p> <p><input type="radio"/> UML 5 Operational User: The LRA is using the Copernicus-based solution and it has integrated it within its standard processes</p>
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- UML 1 Explorer: The LRA has never really made use of the Copernicus-based solution but it has planned ad-hoc tests to assess its potential benefits (e.g. as a project user).
- UML 2 Ad-hoc user: The LRA has used the Copernicus-based solution ad hoc in some specific cases but without an explicit interest to trial repeated usage (e.g. the test followed the initiative of single individuals within the organisation).
- UML 3 Pilot/Experimental Tester: The LRA has already used the Copernicus based solution in one or more trials and is concretely

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considering its integration within its standard practices

- UML 4 Early Adopter: The LRA has confidently used the Copernicus-based solution and is working to incorporate it as part of its processes (e.g. update of internal procedures, staffing, training...).
- UML 5 Operational User: The LRA is using the Copernicus-based solution and it has integrated it within its standard processes

- **The European Policy under which the space based solution was proposed** (select one from the list):

* The European Policy under which the space based solution was proposed	Select one from the list
	<input type="radio"/> EU Marine and Water Strategy Directive
	<input type="radio"/> EU Water Framework Directive
	<input type="radio"/> INSPIRE Directive
	<input type="radio"/> EU Nitrates Directive
	<input type="radio"/> Ambient Air Quality Directive
	<input type="radio"/> Cleaner Air for Europe Directive
	<input type="radio"/> Habitats Directive
	<input type="radio"/> Renewable Energy Directive
	<input type="radio"/> the Floods Directive
	<input type="radio"/> Common Agricultural Policy (CAP)
	<input type="radio"/> Common Fisheries Policy (CFP)
	<input type="radio"/> EU Cohesion Policy
	<input type="radio"/> Climate Action Policy
	<input type="radio"/> Biodiversity Strategy
	<input type="radio"/> Regulation on Deforestation-free Products (EUDR)
	<input type="radio"/> Other

- EU Marine and Water Strategy Directive
- EU Water Framework Directive
- INSPIRE Directive
- EU Nitrates Directive
- Ambient Air Quality Directive
- Cleaner Air for Europe Directive
- Habitats Directive
- Renewable Energy Directive
- the Floods Directive
- Common Agricultural Policy (CAP)
- Common Fisheries Policy (CFP)
- EU Cohesion Policy
- Climate Action Policy
- Biodiversity Strategy

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- Regulation on Deforestation-free Products (EUDR)
 - Other
- Funding Source (select from the list)

Please Indicate the type of funding source. You may indicate more than one

* Funding Source	<input type="checkbox"/> EU Research Programme <input type="checkbox"/> EU Space Programme <input type="checkbox"/> ESA <input type="checkbox"/> National Space Programmes <input type="checkbox"/> EU non-space Programme <input type="checkbox"/> National or regional non space Programme <input type="checkbox"/> Other
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- Type of service provider (select one from the list)

Commercial Service or Public service

* Type of service provider	<input type="radio"/> Commercial Service <input type="radio"/> Public Service
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- Update notice:

If your story is an updated story, you need to maintain the title of the previous story. You should insert the link from the NEREUS Search Engine (<https://www.nereus-regions.eu/copernicus4regions/user-stories/>). Also briefly describe the update

* Update Notice	Please indicate whether your story is new or an update to an existing one. If it is an updated story, the same title must be maintained <input type="radio"/> New Story <input type="radio"/> Updated Story
* Update notice	If your story is an update to a previous user story, please provide a brief description of what has changed compared to the past. Max. 650 characters with spaces. <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Original Copernicus4Regions story (in case of an update)	
Original Copernicus4Regions story (in case of an update)	<input type="text"/> In case of an updated story, please insert the link from the NEREUS Search Engine (https://www.nereus-regions.eu/copernicus4regions/user-stories/)

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- Captions and Credits:
You will be asked to upload images regarding your abstract on the next screen. Please provide the information about the Caption and Credits for uploaded images

Captions and Credits	
<p>You will be asked to upload images regarding your abstract on the next screen. Please provide the information about the Caption and Credits for uploaded images</p>	<div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;">1</div>

4. Upload Files:

Upload File(s) to Server	
Submission Type / Conference Track	COPERNICUS4REGIONS STORIES
Details	Tell us your story!
	The maximum file size allowed is 20 megabytes.
	This limit refers to the sum of all files uploaded at one time. You may also upload file by file if your single files are big.
1st file: pdf, jpg, png	
Please Note	Note that Image 1 should help readers to understand the challenge or the space-based solution. Images must be provided as separate files (.tiff or .png) with a 300dpi resolution. This first image may reflect a beautiful landscape of the region.
File Types	The following file extensions are allowed: pdf, jpg, png
Select File	Choose a file... No file selected.
	No upload yet.
2nd file: pdf, jpg, png	
Please Note	Note that Image 2 should help readers to understand the space-based solution or the derived benefits. Images must be provided as separate files (.tiff or .png) with a 300dpi resolution
File Types	The following file extensions are allowed: pdf, jpg, png
Second File	Choose a file... No file selected.
	No upload yet.
3rd file: pdf, jpg, png	
Please Note	Upload your signed IPR here
File Types	The following file extensions are allowed: pdf, jpg, png
Third File	Choose a file... No file selected.
	No upload yet.

- Upload file no. 1, ensure the files meet the specified format and size requirements.
Note that Image 1 should help readers to understand the challenge or the space-based solution. Images must be provided as separate files (.tiff, .pdf, .jpg or .png) with a 300dpi resolution. This first image may reflect a beautiful landscape of the region.
- Note that the file name should be provided as following to provide the information about the image Caption and Credits. Indicate it in the section Captions and Credits on the first screen.
- Click on the "Upload" button to select and upload the necessary files from your computer.

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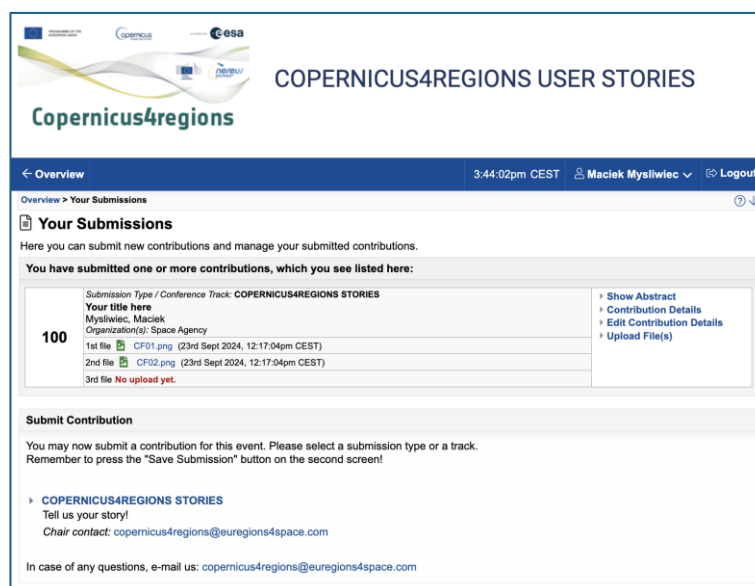
- Upload file no. 2 , ensure the files meet the specified format and size requirements.
Note that Image 2 should help readers to understand the space-based solution or the derived benefits. Images must be provided as separate files (.tiff, .pdf, .jpg or .png)with a 300dpi resolution
- Note that the file name should be provided as following to provide the information about the image Caption and Credits. Indicate it in the section Captions and Credits on the first screen.
- Click on the "Upload" button to select and upload the necessary files from your computer.
- Upload file no. 3 , ensure the files meet the specified format and size requirements.
Note that file no. 3 should be your signed IPR Form scan or image which is an attachment to the Instruction for Authors package.
- Files must be provided as .tiff, .pdf, .jpg or .png.
- Click on the "Upload" button to select and upload the necessary files from your computer.

5. Review and Finalize Submission:

- Review all the information you have entered. Ensure accuracy and completeness.
- Make any necessary edits.
- Click the "Submit" button to finalize your abstract. A paper number will be assigned to your submission for reference.

6. Post-Submission:

- Monitor the status of your submission by logging into your ConfTool account and navigating to the "Your Submissions" section.



The screenshot shows the 'Your Submissions' page in the Copernicus4regions submission system. The page header includes logos for the European Commission, Copernicus, and ESA, along with the text 'COPERNICUS4REGIONS USER STORIES' and 'Copernicus4regions'. The user is logged in as 'Maciek Mysliwiec' at 3:44:02pm CEST. The main content area shows a submission with ID '100' under the title 'COPERNICUS4REGIONS STORIES'. The submission details include the author's name 'Mysliwiec, Maciek', the organization 'Space Agency', and two uploaded files: 'CF01.png' and 'CF02.png'. A '3rd file' is listed as 'No upload yet.'. To the right of the submission details are links for 'Show Abstract', 'Contribution Details', 'Edit Contribution Details', and 'Upload File(s)'. Below the submission list is a 'Submit Contribution' section with instructions on how to submit a new contribution. At the bottom, there is a link to 'COPERNICUS4REGIONS STORIES' and contact information for the chair.

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- Follow any additional instructions from the event organizers.
- View the review results once available by clicking on the "Review Results" link next to your submission.

Overview > Your Submissions ? ↓

Your Submissions

Here you can submit new contributions and manage your submitted contributions.

You have submitted one or more contributions, which you see listed here:

101	<i>Submission Type / Conference Track:</i> COPERNICUS4REGIONS STORIES	▶ Show Abstract
	Your Story Copernicus, Nicolaus <i>Organization(s):</i> Copernicus4Regions, Belgium	▶ Contribution Details
	<i>1st file:</i> Copernicus.jpg (25th Sept 2024, 02:32:42pm CEST) <i>2nd file:</i> copernicus logo.png (25th Sept 2024, 02:32:42pm CEST)	▶ Edit Contribution Details ▶ Upload File(s) ▶ Withdraw Submission

Submit Contribution

You may now submit a contribution for this event. Please select a submission type or a track.
Remember to press the "Save Submission" button on the second screen!

▶ **COPERNICUS4REGIONS STORIES**
Tell us your story!

In case of any questions, e-mail us: copernicus4regions@euregions4space.com

References: [ConfTool Instructions for Authors](https://www.conftool.net/en/user-documentation/instructions-for-authors.html): <https://www.conftool.net/en/user-documentation/instructions-for-authors.html>