

SHORT PAPER AUTHOR INSTRUCTIONS

ESM'2007

October 22-24, 2007

Westin Dragonara Hotel, St.Julians, Malta

PLEASE REVIEW THIS MATERIAL CAREFULLY: IT CONTAINS INFORMATION, WHICH HAS NOT PREVIOUSLY BEEN INCLUDED IN OTHER EUROSIS AUTHOR KITS.

Please direct inquiries and correspondence regarding the ESM'2007 Proceedings to: Philippe Geril, EUROSIS-ETI, European Simulation Office, Dept. Industr. Mgmt, Technologiemark 903, Campus Ardoyen, B-9052, Ghent, Zwijnaarde, Belgium.

Phone: +32.9.264.55.09, Fax: +32.9.264.58.25, E-Mail: Philippe.Geril@eurosis.org

Date: October 22-24, 2007
Place: Westin Dragonara Hotel, St.Julians, Malta
Due Date: October 1st, 2007

Papernr:

Dear Author,

I am pleased to inform you that your paper has been accepted for presentation at this conference and for printing in the Conference Proceedings. **Acceptance is conditional upon our receiving your final camera-ready paper by the above due date, AND a paid Author Registration for at least one of the authors of each paper. Acceptance is also conditional on a final review of the camera-ready paper.** If your work must be cleared or approved before publication by your company or by the government, please be sure that process will be completed by the due date above or we will not be able to include it in the Conference Proceedings. If the paper is not approved by that date, you can discuss the possibility of presenting it as a late paper with your Conference Chairman.

Please note papers cannot be published if payment is not received by the due date. One full registration fee per presentation must be paid by OCTOBER 1ST, 2007. If this is not possible, you must contact the office immediately.

The enclosed author kit is provided to aid you in preparing your paper for publication in the Proceedings which will be distributed at the Conference. **Please follow the instructions carefully.**

THREE-PAGE LIMIT -- The **MAXIMUM** page limit for a **short paper** manuscript is **THREE (3) pages**. Include payment for excess pages (over **THREE**) at € **60** for each subsequent page with your Author Advance Registration. If you submit more than one paper to be published, you may choose the least expensive of the following two methods. (1) Count the total number of pages to be published, pay your registration fee plus excess page fees for the number pages over 3, if any. Or (2) Pay a participant registration fee for each paper to be published, plus excess page fees for any paper over 3 pages. . Please call or email EUROSIS 32.9.264.55.09 (philippe.geril@eurosis.org) for any further registration information.

We have enclosed some guidelines you will find helpful as you prepare your oral presentation for the conference. Please note the list of audio-visual equipment, which will be available for your use at the conference. If you require any other equipment, you must advise us well in advance. We will try to accommodate your needs without extra cost to you, but special orders may be charged directly to you.

ITEMS WHICH MUST ACCOMPANY FINAL PAPER SUBMISSIONS

MANUSCRIPT. Your manuscript of THREE (3) pages or less in required format, on high-quality bond paper. Manuscripts exceeding THREE (3) pages will only be accepted with payment of the excess page charge of €60 for each page over the THREE.

PHOTOCOPIES. Four (4) photocopies of the manuscript in A4 size if possible **There is a €1 per page copying fee, if the copies are not sent with the manuscript.** For example, if your manuscript is 3 pages, the copying fee for 4 copy sets would be €12. **(THIS CHARGE IS INVALIDATED IF THE FILE WAS EMAILED)**

REGISTRATION and AUTHOR REGISTRATION AGREEMENT. We require that, each paper be accompanied by a **PAID** Author Advance Registration for at least one author designated to make the presentation at the conference. This will provide early availability of funds to cover expenditures that must be made prior to the conference. The Advance Registration fee is associated with publication of the paper and is **NOT REFUNDABLE**, but is transferable to the designee who will present your paper at the conference. See page 1 of this letter for registration information on exceeding the **THREE**-page manuscript limit.

POSTCARD Please enclose a postcard, which will be returned to you to acknowledge receipt of your paper.

TRANSFER OF COPYRIGHT FORM. We require as a condition for acceptance of papers that all authors execute the copyright transfer to EUROSIS, the name under which the European Simulation Society is incorporated. Please note that by signing the form you are simply giving your permission to EUROSIS to publish the paper. For this reason, there is no problem if the material is already in the public domain, such as work done with government support. EUROSIS controls the commercial use of material we publish, while you or your company, retain the right to reuse the work, in whole or in part.

KEY WORDS. Please circle (or write in) **not more than five (5) words** on the "Partial List of Frequently Used Key Words" and return it along with the rest of your packet. These words will be used to generate an index for this volume.

BIOGRAPHICAL NOTE: A brief note for use as introductory material by your session leader at the conference. **THIS HAS TO BE BROUGHT BY YOU TO THE CONFERENCE TO GIVE TO YOUR SESSION CHAIR.**

INDIVIDUAL REPRINT ORDER FORM, and prepayment, if desired.

ENCLOSE A DISK OR CD WITH YOUR FULL PAPER IN PDF (PREFERRED FORMAT) OR WORD/RTF FOR WINDOWS, AND YOUR PAPERTITLE, AUTHORNAMES, ABSTRACT, AND BIOGRAPHY IN ASCII AND HTML FORMAT, BOTH FOR IBM PC COMPATIBLE OR E-MAIL IT TO PHILIPPE.GERIL@EUROSIS.ORG

All material should include the Paper ID Code. EUROSIS is not responsible for correspondence or forms submitted without this code. When writing this code on your actual printed copy of the manuscript, do so on the back of the manuscript with a non-reprographic pen or pencil.

Thank you for your interest and cooperation. We hope that you will find participation in the conference professionally stimulating and rewarding. If you have any questions regarding the conference or your paper submittal, please call or write us.

PLEASE DO NOT SEND YOUR CAMERA-READY MANUSCRIPT TO THE EUROSIS OFFICE UNTIL YOU HAVE RECEIVED THE PROPER COMPANY, GOVERNMENT, OR SECURITY CLEARANCE, THANK YOU