

YOUR FINAL MANUSCRIPT IS DUE AT THE WORKSHOP

SCHEDULE OF EVENTS

The handout booklet, containing the workshop viewgraph presentations, must be completed in time to be available to the attendees at the start of the workshop. The publication of the final report (including your Final Manuscript) must be provided at the conference so that we can insure timely publication. If you are unable provide a final manuscript by this time, we will substitute your original two-page presentation proposal. We need your help in adhering to the deadlines below, in order to complete the job.

In the following table you will find a short list of critical milestones for preparing your 2001 IRW Presentation Viewgraphs and Final Manuscript.

| DATE | MILESTONES | REMARKS |
|-------------|-------------------------------------------------|---------------------------------------------------------------------|
| 8/5/01 | Author notification | Your Mentor will contact you. |
| 9/1/01 | Draft viewgraphs, abstract & bio to mentor | Your Mentor will respond within one week. See instruction below. |
| 9/15/01 | Final viewgraphs/abstract/bio to Printer | Send to SAR Associates |
| 9/15/01 | Begin work on manuscript for final report | See final report manuscript instructions below |
| 10/1/01 | Provide rough draft of paper | Your Mentor will respond within one week. |
| 10/18/01 | Final Manuscript (and signed copyright form) | Due at Workshop -- Give to Session chair |
| 10/23/01 | Questions and Answers Due | email to SAR Associates (irw@twcny.rr.com) |

The consultants responsible for printing the Handout Booklet and the Final Manuscript are:

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SAR Associates

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VIEWGRAPH GUIDELINES

Authors are requested to conform to the following guidelines for their presentation. These guidelines are intended to provide for suitable projection in the meeting room at the workshop, as well as uniform and readable form after reduction and inclusion in the Workshop Viewgraph Handout Booklet, which will be given to all participants during registration at the Workshop. Included with these instructions is an example presentation from a previous year's Handout Booklet.

1. A maximum of 20 viewgraphs should be prepared for overhead projection. Color viewgraphs are acceptable. All viewgraphs should have a landscape (horizontal) orientation.

2. Choose a simple, bold font, readable on hard copy from a distance of 2 meters (20-pt. size). Note that in the Presentation Viewgraph Handout Booklet, the viewgraphs will be reduced to accommodate between 2 to 6 per page. Text and graphics should remain clear after reduction.
3. Do not include Logos or names of your employer or university on any of the viewgraphs, except for the title viewgraph.
4. Please strive for simplicity and clarity in your viewgraphs.

WHAT WE NEED FOR THE HANDOUT BOOKLET (given to the attendees at the workshop)

1. Your presentation package for the Handout Booklet should include (1) a Title/Abstract/Biography page and (2) your presentation viewgraphs. The Title/Abstract/Bio page should include the presentation title, authors, affiliation and address information, (including mailing address, phone, fax and email where possible), a 200 word maximum abstract, and a one-paragraph biography of the presenting author. An example of this is provided in the file "[Visual_Example.pdf](#)".
2. Paper copies and an electronic media version on diskette, if at all possible, of your viewgraph presentation and title/abstract/bio page should be submitted to your session chair, and after approval, sent to the printers for inclusion into the Handout Booklet. Please submit materials either (i) on 8.5x11 inch paper or (ii) on A4 paper with the margins set to fit an 8.5x11 format. The paper copy of your presentation should be in black and white only: no color, no gray scale. Photographs do not always reproduce well, unless scanned at a suitable half tone setting. Include a clean scanned image (if available) as well as the photographic original. All viewgraphs should be identified in pencil on the back with the first author's name and number sequence,. The electronic media can be in any presentation program (e.g. MS PowerPoint, Lotus Freelance Graphics). Please identify the program used on the outside of the disk.

MANUSCRIPT INSTRUCTIONS FOR FINAL REPORT (DUE AT WORKSHOP Oct. 18, 2001)

STYLE

An example of a Final Manuscript from a previous Workshop Final Report is also provided in the attached file "[Final_Report_EX.pdf](#)".

FORMAT INSTRUCTIONS

GENERAL:

1. You should provide a camera-ready manuscript to SAR (publication consultants), along with an electronic media version on diskette, or a zip disk. If there is a technical reason for an exception, it should be worked out with your session chair and SAR. SAR uses PageMaker on a PC, but will be able to translate from popular PC or Mac software (e.g. MS Word, WordPerfect). Check with your session chair for any special needs.
2. Use two-column format, except for the paper heading, which consists of the title, author and affiliation. Left and right margins should be 0.67 (17 mm) and top and bottom margins should be 0.69in (18 mm). Column spacing should be 0.19in (5 mm).

PAPER HEADING:

3. The paper heading consists of the paper title, author or authors, affiliations, addresses and where possible, phone, fax and email.
4. The title should be in Times Roman bold size 13. All other heading information should be in Times Roman font size 11.

TEXT:

5. Section Headings should be in Times Roman bold size 11, and should be centered across the column.
6. Use Times Roman or equivalent font size 9 in the body of the text.
7. The first line of text in each paragraph should be indented by 0.3in (8 mm). A space equivalent to a double line spacing should separate paragraphs.

FIGURES & TABLES:

8. Figures and tables may be reproductions of the transparencies used in the presentation. You may include them after the text, or insert them at appropriate location in the text.

9. Figures and tables should be numbered. Refer to the figures and tables by number in the text. Include appropriate captions where necessary.
10. DO NOT put your company logo or the name of your employer or university on the figures.
11. DO NOT submit color figures or photos if clean black and white copies are available.
12. For hard copy submissions: Photos that need to be reduced or enlarged may be kept separate from the manuscript. However, you must clearly identify where they go in the manuscript. The printer will size them as needed. Alternately, paste-ups of continuous tone photographs on the original manuscript are acceptable.
13. Your electronic media submission may contain a scanned version of your photographs and/or graphics. If in doubt on the quality of the scanned images, please contact SAR.

CLEAN ORIGINALS OF YOUR CAMERA READY FINAL MANUSCRIPT, ALONG WITH ELECTRONIC MEDIA VERSION AND YOUR SIGNED IEEE COPYRIGHT FORM MUST BE GIVEN TO YOUR SESSION CHAIR AT THE WORKSHOP (BY OCTOBER 18, 2001)

IF WE DO NOT RECEIVE YOUR FINAL MANUSCRIPT AT THE WORKSHOP, THE ORIGINAL PRESENTATION PROPOSAL YOU PROVIDED WILL BE SUBSTITUTED.

QUESTIONS & ANSWERS (Due Oct. 30, 2001)

In the attached example file, "[Final_Report_Ex.pdf](#)" you will note a Questions and Answers Section at the end of the work. These are questions that were asked during the presentation. There will be an audio recording of your presentation, which will aid in preparation of the Questions and Answers Section. Please provide the Questions and Answers in text form via email to SAR by Oct. 30 2001. Please identify the paper title, main author and paper number in this email submission and use the subject: International IRW01 Q&A.

If you wish additional help please contact your session chair. They can help you ensure the conformance of your submission for the final publication to the agreed guidelines. Thank you in advance for your assistance in completing the 2001 IRW Final Report in a timely manner. While your mentor is your first point of contact, please contact us with any questions for which we may be of help. As you see, our schedule for completion of the report is very tight. We are counting on your efforts in helping us meet our deadline.

Note: All attached files are in adobe acrobat (pdf) format. A free reader can be downloaded from <http://www.adobe.com/supportservice/custsupport/download.html>

Regards, Linda M. Head and Gennadi Bersuker

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