

IRW 2003 POSTER SUMMARY INSTRUCTIONS FOR FINAL REPORT

Dear Poster Author,

The 2003 IEEE International Integrated Reliability Workshop Technical Program Committee wants to thank you for your part in this year's workshop. We believe that the poster session plays a vital role in the Workshop by providing an informal and direct means of discussing relevant reliability topics. In addition to your poster presentation, we encourage you to submit a summary of your poster for inclusion in the Workshop Final Report. Please read our instructions carefully TODAY and note the deadlines highlighted below for the publication of the 2003 IEEE IRW Final Report.

If you wish to have a summary of your poster included in the **2003 IRW Final Report**, you must submit a draft (two pages maximum) to the Poster Program Chair (William Tonti – See below) by September 30, 2003. After approval by the Poster Program Chair you must bring a camera ready document and an electronic copy (e.g. MS-Word, Wordperfect, Adobe, pagemaker file) to the conference and turn this into the Poster Program Chair on October 21 2003 so that it may be included in the final report

IMPORTANT! The 2003 IRW Final Report is being copyrighted. The enclosed IEEE copyright form (attached file “copyrt_f.pdf”) must be completed and returned with your submission.

The consultants responsible for printing the Final Report are:

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In Summary, the following dates are important milestones:

<u>DATE</u>	<u>MILESTONE</u>
09/30/03	Draft Summary to The Poster Program Chair (William Tonti)
10/21/03	Final draft and signed Copyright Form (Attached File “copyrt_f.pdf”) to Poster Program Chair at the conference.

FORMAT INSTRUCTIONS

NOTE: An example of a poster summary from a prior IRW Final Report is attached. The file name is “Poster_Example.pdf”

GENERAL:

1. You should provide a camera ready manuscript to The Poster Program Chair. . Your submission is limited to two 8.5”x11” pages. If you wish to submit an electronic media version, consult SAR (see above for contact information) for requirements.
2. Use a two-column format for the body of the manuscript, except for the heading. Left and right margins should be 0.67” (17 mm) and top and bottom margins should be 0.69” (18 mm). Column spacing should be 0.19” (5 mm).

TITLE HEADING:

3. The heading consists of the poster 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. You should include an abstract which adequately summarizes the main message of your poster.
6. If possible, leave room for inclusion of selected figures from your display, to convey the key points of your presentation.
7. Use Times Roman or equivalent font size 9 in the body of the text.
8. The first line of text in each paragraph should be indented by 0.3” (8 mm). A space equivalent to a double line spacing should separate paragraphs.

FIGURES & TABLES:

9. Selected figures and tables from your poster presentation may be included, if they can fit on your one page submission.
10. Figures and tables should be numbered. Refer to the figures and tables by number in the text. Include appropriate captions where necessary.
11. DO NOT put your company logo or the name of your employer or university on the figures.
12. DO NOT submit color figures or photos if clean black and white copies are available.
13. 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.