

January 17, 2002

To: Participants in the 26th IAEE International Conference

From: Jan Myslivec, General Conference Chair
Ivan Benes, Program Chair

We are pleased to inform you that your abstract (below) has been accepted for *concurrent session* and or *poster session* presentation at the 26th International Conference of the IAEE. The conference will be held June 4-7, 2003, at the Dorint Don Giovanni Hotel, Prague, Czech Republic. The day and time of your presentation will be forwarded to you by March 14, 2003.

This mail and attachments provides information to authors who wish to have their papers included in the conference proceedings CD-Rom.

All papers for the proceedings must be returned in electronic format following the instructions provided. We PREFER files in PDF format. DO NOT include page numbers or exceed the 10 page limit on the length (including all text, diagrams, footnotes, reference, tables, etc.) of your paper for inclusion in the proceedings. Please restrict your printed page size to 8.5" x 11" or A4. We further recommend that you use a 10 or 11 pitch font for your type. In general the type of font is up to you; keep in mind a "readable" type face is desirable (e.g., Arial, Verdana or Times Roman).

In general, the style of papers published in *The Energy Journal* should be followed as closely as possible, except for endnotes, which should be grouped at the end of the paper, NOT embedded into the footer of any page in your document. Furthermore, if references are provided, make sure they are complete and succinct.

Each author is responsible for editing and proofreading his/her own paper in order to speed publication of the conference proceedings. Complete manuscripts must be received at IAEE Conference Headquarters by email (iaee@iaee.org) no later than **March 3, 2003**, if they are to be published in the proceedings CD-Rom. This deadline is firm.

Because the 10-page limit may be difficult for some authors to meet, one suggestion is to confine important but supporting details to a companion paper. This companion paper could be described in a endnote as available upon request and a complete address provided in the endnote.

As a condition of publication, each author must sign a publication contract assigning certain rights to IAEE, the publisher of the proceedings CD-Rom. These rights will include the right to edit, publish, change the title of the material and to use the author's name in connection with the publication, advertising and promotion of the material and in other promotional uses as determined by IAEE. The author will certify that: the material is original and has not been published, it contains no matter unlawful in content or in violation of the rights of any third party, and the author has the power to grant the rights agreed to. The Copyright Transfer Agreement is attached. Please have all authors sign and date this form and return either by post or fax no later than March 3, 2003. Papers will not be printed in the conference proceedings without a completed and signed Copyright Transfer Agreement on file with the conference headquarters office.

Please note that IAEE will freely grant upon application to IAEE by the author(s), permission to reuse material in the paper or to republish the paper in any recognized scholarly or professional

journal, subject only to full credit appearing in the publication, acknowledging first publication by IAEE in the 26th IAEE International Conference proceedings CD-Rom.

AT LEAST ONE author must register for the conference at the discounted conference participant registration fee and attend the meeting to present their paper. This registration fee must be received by March 3, 2003, preferably with the submission of the completed paper. Please use the enclosed/attached registration form and forward with payment as soon as possible. Please note that your paper WILL NOT appear in the conference proceedings without first having your paid speaker conference registration fees on file with the conference headquarters office.

All concurrent session speakers will have approximately **12-15 minutes** to present their paper. Poster session speakers will have **one hour** to present their paper.

Please note that the proceedings will be produced in CD-Rom format. Follow the detailed instructions attached/enclosed to ensure your paper is correctly submitted in electronic format to IAEE.

Finally, we recommend that you make your hotel reservations soon at the Dorint Don Giovanni Hotel. The cut-off date for receiving the special group rate for hotel accommodations is May 15, 2003. Please contact Ms. Denisa Havlik at the Dorint Hotel at denisa.havlik@dorinthotels.cz or fax 420-2-6703-6704 and mention that you are attending the "IAEE International Conference" to receive our special group rate of EURO 151 per single room per night. Attached/enclosed is a hotel reservation form which must be completed and returned directly to the hotel to ensure your hotel booking.

Thank you for your careful attention to these matters. If you have any questions, please contact:

David Williams
IAEE Conference Headquarters
28790 Chagrin Blvd., Ste. 350
Cleveland, OH 44122 USA
Phone: 216-464-5363
Fax: 216-464-2737
E-Mail: iaee@iaee.org

NOTE: Deadline for receipt of papers AND conference registration fees is **March 3, 2003**. Papers will not be printed in the conference proceedings without payment of speaker conference registration fees.

KEEP POSTED TO OUR WEBSITE at <http://www.iaee.org/en/conferences> for the current program of events.