

18th ACM SYMPOSIUM ON APPLIED COMPUTING

(SAC 2003)

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PLEASE REVIEW THIS MATERIAL CAREFULLY

Dear Author:

Congratulations on having your paper accepted for presentation at the Symposium, and for printing in the conference *Proceedings*. Please make all corrections suggested by the reviewers and submit the following materials on time in order to meet the proceedings preparation deadline.

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Prepare the camera-ready manuscript in the format specified in the "Instructions for Preparation of Manuscript" section and email the pdf version of the manuscript to your Track Chair. The total number of pages allowed with your registration without any extra page fee is five (5). The additional page charge is specified on the registration form. A maximum of 8 pages in total is allowed for each manuscript. Your Track Chair must receive the paper by November 8, 2002.

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If your work must be cleared or approved by your institution, company, or governmental agency before publication, please be sure that process is completed by the due date above or we will not be able to include it in the conference Proceedings.

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An overhead projector will be made available in every room. Information on other A/V equipment which may become available will be posted on the Conference website soon.

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

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See Figure 1 below as an example.

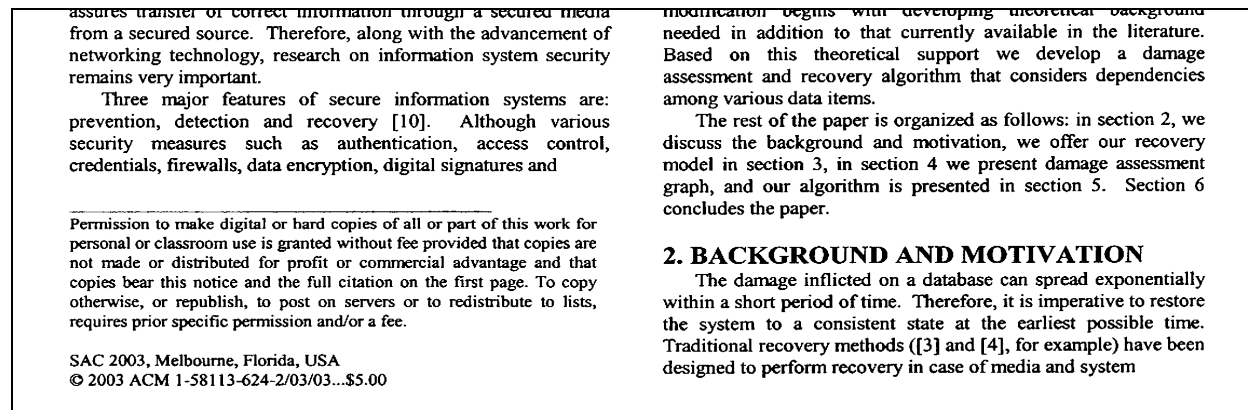


Figure 1: An example 1st page (partially shown) of a paper showing the Copyright notice.

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Exception B: Government papers - ACM Copyright Form (signed part B)

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Include the following at the bottom of the first column on the first page. Notice that the bibliographic strip appears without copyright.

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Abstract:

Begin each paper with an abstract (100-200 words) that summarizes the topic and important results presented in the paper. It should start in the left column, approximately 3 lines below the author address.

Keywords:

After the abstract, include a list of no more than five keywords.

Page Numbering:

Do not type page numbers. The publisher will insert them.

Tables and Illustrations:

All artwork, figures, captions, graphs, tables, etc., will be reproduced in black & white. Make sure they do not cross any of the margins.

Biography:

If space permits, it is worthwhile to include a brief biography (no more than 200 words) of the author(s) at the end of the manuscript. This allows the viewing and reading audience to become familiar with the background of the author, thus giving the paper greater impact and validity.

Speakers Instructions

Good visual aids can greatly enhance the effect your presentation has on the audience. Often an attempt is made to present too much material and too much detail. Visual aids, the primary means to hold audience attention, need to be well conceived and meticulously prepared. It is our hope that these guidelines will help you prepare a fine visual presentation.

Plans call for the nominal session to include four papers. The Session Chair divides the session time equally among the paper, allowing 5 minutes per paper for audience questions and comments.

Remember that your entire paper is published in the *Proceedings*. Your objective in the oral presentation should be to describe the highlights of your paper, progress since the paper was written, and future plans. Do NOT try to present the paper in its entirety. *Please, do not read your paper to the audience.*

Preparation of Presentations

The most significant constraint facing you as a speaker is the time limit for your presentation. In the time allotted, you can probably speak about 2000 words; far less than the size of your paper.

This time limit also restricts the number of concepts or major technical points that you can make and expect your audience to absorb. As a guideline, it is suggested that you limit yourself to no more than 10 technical points.

Logically linked by the theme of your paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material.

Visual Aids

The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. As a first approximation, the speaker should plan overhead foils for each of the 10 technical points that he plans to present.

Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention and cue you as the speaker.

Your foils should be kept simple and neat. Too much "clutter" is distracting. Please use at least 18 points font size for your foils.

Speaker Attitude and Spontaneity

The primary advantage for the speaker who organizes his/her presentation in this manner is that he/she can approach the audience with the assurance that he/she can easily and effectively present the salient points in his/her paper.

ACM Proceedings Specifications

Title:	Centered 18 pt, Bold, Helvetica
Author, ACM Fellow:	Centered 12 pt, Helvetica
Affiliation:	Centered 10 pt, Helvetica
Email:	Centered 12 pt, Helvetica
Abstract:	Flush Left 12 pt, Bold, Times Roman
Section (heading 1):	Flush Left 12 pt, Bold, Times Roman, numbered-ex: 1
Subsection (heading 2):	Flush Left 12 pt, Bold, Times Roman, numbered-ex 1.2
Subsubsection (heading 3):	Flush Left 11 pt, Italics, Times Roman, numbered-ex 1.2.3
Subsubsubsection (heading 4):	Flush Left 11 pt, Italics, Times Roman, numbered- ex 1.2.3.4
Subsubsubsubsection (heading 5):	Flush Left 11 pt, Italics, Times Roman, numbered-ex 1.2.3.4.5
Text:	2 column, justified, size of type 9 pt. space between lines 10 pt
Text Font:	Times Roman
Column width:	3.33" (8.45 cm)
2 column gutter:	.33"(.83 cm)
Top Margin:	1" (2.54 cm)
Right Margin:	From edge .75" (2.54 cm)
Left Margin:	From edge .75" (2.54 cm)
Bottom Margin:	1.0" (2.54 cm)
Copyright space on 1st page:	lower left column 1.5" (3.81 cm)
Paragraph indentation:	None, flush left, line space between paragraphs

- Footnote/Citation: 9 pt, Times Roman
- Bibliography/Reference: 9 pt. Use the standard CACM format for references, i.e., a numbered list at the end of the article, ordered alphabetically by first author, and referenced by number in brackets [2]. Reference number in brackets positioned as a negative indent. ext aligned .25" (.63 cm) in from margin, ragged-right margin.
- Subsequent pages: For pages other than the first, start at the top margin and continue in double-column format.
- Tables/Figures/Images: Placed in text as close to reference as possible. May extend across both columns to a maximum width of 7" (17.78 cm).
- Captions: 9 pt, bold, Times Roman, numbered (ex. "Table 1." or "Figure 2."), and centered beneath each table, figure or image.