

ISSS/LORIS/V4DIS 2005

Speaker Registration Form and Speech Info

Title of a speech				
Brief description				
Author	Last Name			
	First Name		Title	
	Occupation			
	Organization			
	Address			
	Phone		Fax	
	E-mail			
Expected date of submission ¹⁾				
Person entrusted to deal with the conference secretariat ²⁾	Last Name			
	First Name		Title	
	Phone		Fax	
	E-mail			

¹⁾ The deadline for submitting a paper is **February 4, 2005**. We cannot guarantee automatically that your speech will be put on the Conference program. The Pre-Committee of the ISSS/LORIS/V4DIS Conference will notify chosen speakers afterwards.

²⁾ Following data should be completed in case a different person mediates with the Secretariat.

Important Notice

- a) *Presentation in PowerPoint must be submitted in size 800x600 or 1024x768 by March 14, 2005. Contributions submitted after the deadline will not be added to the conference program. Speakers are not allowed to use their own laptops. In the course of the Conference all PPT presentations will be operated by the conference staff.*
- b) *Hereby I accept that my contribution will be published in the conference proceedings and displayed at the conference official website*

When submitting this form I provide the conference organizer, Triada, Ltd., with rights to use my speech given at the ISSS/LORIS/V4DIS 2005 Conference for free and for all purposes, especially for copying and disseminating it in a printed and electronic way, not limited by a number and time.

Kindly send the completed form to the following adress by December 31, 2004

Pavel Kubin, kubin@issz.cz, U Svobodarny 12/1110, 190 00 Prague 9, phone: +420 284 001 284, fax: +420 284 818 027

Structure of the Paper for ISSS/LORIS/V4DIS 2005 Conference

Early submission of the paper is essential for including it in the conference proceedings distributed to participants at the beginning of the conference. The content of the paper doesn't have to be identical with the conference speech, though the main subject and basic structure of the speech has to be maintained.

Information about the author

1. First Name, Last Name, Degree obtained
2. Date of birth
3. Occupation/Position
4. Name of the Organisation
5. Brief Career Description, Education Attained

Extent: 10–15 lines

Structure of the paper

1. Title
2. Brief introduction of the content
3. Thesis of the paper divided into chapters
4. Summary

Extent of the paper

Maximum 4–5 standard pages (120–150 lines with no diagrams and charts)

Note: Standard page = 30 lines/page, 60 types per line = 1,8 kB

Processing

The paper should be processed in text editor MS Word, diagrams and charts preferably in chart editor Excel. The use of different processors should be discussed with the Manager of the LORIS Conference Programme beforehand.

Deadline

Submission of the paper for the conference proceedings should be delivered in electronic form (floppy-disk or e-mail) by **February 4, 2005**.

Powerpoint info

Presentation in PowerPoint must be submitted in size 800×600 or 1024×768 by March 14, 2005.

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Notice

Editor reserves himself the right to shorten the length of the papers and proof-read the text. Obligations resulting from conference participation are the subject of the agreement between Triada Ltd. and the author of the paper.