

## **CONFERENCE PAPER CHAIR INTERFACE WITH THE CONSORTIUM PUBLICATIONS CHAIR**

As Paper Chair for the conference, your position is vital for preparation of the proceedings for the conference. If the proceedings are going to be available at the conference a good amount of coordination must take place well ahead of time. The Consortium editors must get the final proceedings manuscript in order, and then it will have to be set up by the printer, and time must be allowed for checking the blue line, plus shipping, plus the editors are typically working with up to five sets of proceedings simultaneously. Thus, it is very important that you work closely both with the Conference Committee and the Consortium editors. The following is intended as a guideline for your accomplishing the duties of Program Chair.

1. Prior to the Call for Participation it is important that you negotiate due dates for the final manuscript with the Consortium Publications Chair, John Meinke, [meinkej@acm.org](mailto:meinkej@acm.org). This should occur a year in advance of the conference. Submitters will then be aware of when they must have the final manuscript completed and submitted.
2. Once the Program Committee has settled on the final program, you will need to notify the authors what they need to submit. Please refer to the General Guidelines for Manuscript Preparation document available at <http://www.ccsc.org/publications/pubsJournal.htm> for what authors must submit. These include:
  - a. Final manuscript, in electronic format, plus, hopefully, a pdf copy, and any graphics as separate files. Guidelines for specific manuscript formatting guidelines are available at <http://www.ccsc.org/publications/pubsJournal.htm> (You must also arrange the best way to submit the final manuscripts to the Consortium editing team. In the past this has worked very well using an ftp site so that the editors can download the manuscripts directly.
  - b. Copyright release form. (A generic copyright release form is available at <http://www.ccsc.org/publications/pubsJournal.htm>. Please feel free to modify this form to properly reflect your conference (reflecting the bracketed red items corrected to reflect your specific conference.) Note that the manuscript will not be released to the publisher until the copyright releases are received by the Consortium Publications Chair. They should be returned preferably in electronic form to [meinkej@ed.umuc.edu](mailto:meinkej@ed.umuc.edu) or mailed to: John Meinke, CMR 420, Box 3368, APO AE 09063.
  - c. Conference registration and registration fee. This means that you must have available a registration form prepared for your conference for early registrations.
  - d. Any special presentation needs that a presenter might need for presenting his/her paper. Typically an overhead projection device with Microsoft Powerpoint is available for the presenters. However, they might have other special needs, that may or may not be able to be accommodated.

3. Working together we can provide a quality program along with a quality set of proceedings. However, it does not happen automatically. You are strongly encouraged to be in communication with the editing team through the Consortium Publications Chair (John Meinke, [meinkej@acm.org](mailto:meinkej@acm.org)) early in the process, and should feel free to communicate regularly. Working together we can achieve the best results.