

# Order Confirmation for printed Workshop/ Symposium Proceedings

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## Abstract

Please fill in the form and fax it to +49 (531) 391-2103.

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Dear Workshop/Symposium Organizer(s),

In order to have a confirmed printing slot for your proceedings, we need the following data (for all questions concerning the publishing of the workshop proceedings please contact: publishing@eg.org).

- **Name of the event**

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- **Delivery date** of complete electronic 'camera-ready' material to Braunschweig

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- **Person in charge** of the proceedings production (email, phone, fax). Please consider that the proceedings might have to be delivered on weekends, so choose your contact info accordingly!

email .....

phone .....

fax .....

- **Total number of proceedings** the event needs

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- **Total number of pages** (estimated number of papers × average pages you allow authors to use)

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- **Total number of color pages**

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- **Latest delivery date** for the **printed proceedings** (at conference site)

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- **Delivery address** for the printed proceedings (in choosing the address please keep in mind that the timing might be so tight that a courier service will need to deliver at the weekend or at non-regular office hours!)

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- Please keep in mind that the **payment is due 8 days after the event** (as we have to pay the full amount *before* printing starts)!

Place, date

.....

Signature

.....

**Please fax the completed form to +49 (531) 391 2103.**

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