

Guidelines for Workshop Organizers

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Abstract

This is a compact summary for Workshop Organizers regarding publication issues.

For all questions concerning the publishing of the workshop proceedings please contact: publishing@eg.org

1. Time Table

We will make a firm booking of a production slot for the printing as soon as we have the confirmation of the workshop's approval from the WS Board Chair. We need a minimum of 3 weeks, but you should plan for 6 weeks to be on the safe side in case authors delay or send materials, which are not up to standards. The time for shipping or sending the final proceedings to the conference must be added.

When all papers plus the additional material (preface, table of contents, list of reviewers, list of sponsors, ...) have arrived in BS (preferably via FTP or on CD), we will prepare the final version, i. e., check the documents (w.r.t. image resolution, used fonts, ...), align all pages to identical page positions and paginate. If all authors have adhered to the authoring guidelines the final pre-press step can be completed in one week. Mind, that there is no slack built into the planning. We strongly advice you to encourage authors to already adhere to the authors guidelines for the submission process. Experience shows that this significantly improves the overall print-related quality of the final papers and drastically reduces the need for last minute fixes.

Workshop organizers will get the "*Order Confirmation for printed Workshop/Symposium Proceedings*". All dates mentioned in this document are binding. Missed deadlines either result in *additional costs* not covered under the flat fee (e.g., for special production runs due to missed print slots or costly

express delivery to the event) or in *delayed delivery* to the event.

2. Work Flow

Step 1

While the approval process of your event needs the estimated number of participants we need a few more bits of information to plan the production process:

- the details of the person on the organizer's side in charge of the proceedings production (email, fon, fax, postal delivery address).
- estimated number of pages (estimated number of papers \times average pages you allow authors to use).

Mind: The recommended average number of pages per full paper is 8.

- number of color pages.

Mind: The average color budget per full paper is half a color page and the maximum number of color pages is

$$\max \# \text{ color pages} = 4 \cdot \left\lceil \frac{\# \text{ full papers}}{8} \right\rceil$$

- total number of proceedings the event needs.
- Mind:* With reference to the approval process by the Chairperson of the Workshop Board organizers have to budget a flat fee per person to cover the production and delivery of one copy per participant to the event. Thus, organizers have to be as accurate as possible in the estimation of the total number of participants. And this should be easily possible as EG has reduced the lead times for the proceedings production to the absolute minimum. However, in the rare situation of very late changes in the registration numbers organizers will be allowed to deviate within an interval of 10% from the number of books ordered at

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this stage (i.e., they will be allowed to either get up to 10% more books at the guaranteed flat rate or return up to 10% to EG without any surcharge).

- delivery date of complete camera-ready material to BS
- final 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!)

For all contacts please use publishing@eg.org as the only email address.

Step 2

From the approval process of the event we will derive

- the name of the event,
- the year of the event,
- the list of the editors(= programme chairs)

which is necessary to produce the event-specific L^AT_EX style file. You will receive a zip-archive including the L^AT_EX template and the style files for the correct workshop layout.

It is strongly recommended, that the authors use these templates as a basis for their submission. This zip-archive will also be available from the EG server.

Step 3

For each final paper we will need the copyright assignment form available on the server has to be printed, signed and sent to

Eurographics Publication Board
c/o D. Fellner
Computer Graphics, TU Braunschweig
Mühlenpfordtstr. 23
D-38106 Braunschweig
Germany / Europe

by every author who submits the camera-ready copy of his workshop paper.

MIND: We will NOT be able to start printing before we have ALL copyright forms in hand!

Step 4

Send us the frontmatter and the backmatter in electronic form including:

- list of editors (should normally be the program chair(s) and not exceed 3 people)
- foreword, giving some details about the workshop/ symposium and its organisation, and a comprehensive summary of the book content
- the ISBN Number we told you
- list of program committee members and/ or reviewers
- table of contents (paper order, chapter headings)
- ensure that any further co-sponsors are mentioned

Step 5

Concerning the cover: We have a template "EG Event" and we will complete it with your informations about:

- your desired font colour
- one selected color image for the front cover of the proceedings (high resolution) if wanted
- all co-sponsors
- the date and the place of the event

Step 6

Please make sure that all authors get the attached "Authors Guidelines" and emphasize that these guidelines have to be followed *very* closely and that the prepared template will be used and will not be changed.