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Dear: 2000 IRPS Author/Presenter

Please find on this web page the "Author's Kit Files" for your paper that you will be presenting at the 2000 IRPS in San Jose. This kit provides you with desktop publishing instructions for creating camera ready artwork for inclusion in the proceedings of the IRPS and electronic files for inclusion on CDROM. We also have "conventional" kits available for those of you that wish to produce artwork on oversize mats. Please contact Roy Walker (315-339-3968 or sar@ntcnet.com) at SAR Associates if you need this kit.

There are basically two stages to preparing a paper for IRPS. The first is writing the paper itself, and the second is preparing the paper for presentation.

A **preliminary draft** of your manuscript is due to your Paper Mentor by **Dec. 20, 1999** and the final paper (two copies camera ready artwork and electronic file) must be received by our publications consultants (SAR Associates, 301 North Madison Street, Rome NY 13440) by **February 11, 2000** in order to be included in the published proceedings (hard copy and CDROM) and be presented in San Jose.

In addition, the completed **copyright release** and **tape release** approval forms, together with **author biographies** must be received at SAR by **February 2, 2000** (a little more than a week before the manuscript). We cannot publish any work without the copyright release form.

All the presentations are to be done via digital projection using Powerpoint files. The Audio-Visual instructions from Tom Moore, the Audio-Visual Chair, are also posted on this web page (by Nov 26). Remember, the presentation artwork deadline is **March 17, 2000** and rough drafts of your presentation artwork are due to your Paper Mentor by **March 6, 2000**.

Note that the Author Kit and the A-V Instructions URL is
<http://www.irps.org/authorkit.htm>.

If you have any questions, please call your Paper Mentor or me at 802-769-6561, or Roy Walker (SAR) at 315-339-3968 (email: sar@ntcnet.com).

Sincerely,
William R. Tonti