



## Notes for the authors of papers accepted for oral presentation

### 1. Attendance at the Conference

- provide a revised abstract for the Conference Book of Abstracts
- submit your manuscript for inclusion on the Conference CD
- attend the Conference and present your paper.
- Please note, the Organizing Committee cannot undertake to pay any of the author's costs for travel, registration, accommodation or subsistence.
- As an author please register early and secure your hotel accommodation to guarantee your stay at the Conference venue. **(The Conference will take place at the Marriott Hotel. To make your reservations and registration, please visit the conference website at [www.ppxiv.com](http://www.ppxiv.com)) before 1<sup>st</sup> July 2008.**

### 2. Your Revised Abstract

- The Committee requires authors of selected papers to submit a revised abstract. The single page abstract will be included in a bound Conference Book of Abstracts, and this will be given to all delegates as they register for the Conference to assist in their selection of the papers to attend. Abstracts will be printed in black-and-white.
- If the title or authors for your paper are incorrect, please contact Nora LISZKAI electronically at [liskai.nora@congress.hu](mailto:liskai.nora@congress.hu). Please include a copy of your paper in its entirety, making sure it reflects any and all necessary corrections to the title and/or author.
- The abstract must be re-produced using the attached sample.
- The abstract should not be commercial in tone and should identify the key elements of the paper that is to be presented.
- Abstracts that are commercial in tone will be rejected, and the Committee reserves the right to withdraw this offer for an oral presentation at the Conference.
- The revised abstract is required as soon as possible, but no later than **1<sup>st</sup> AUGUST** and electronically mailed to [liskai.nora@congress.hu](mailto:liskai.nora@congress.hu)

### 3. Your Conference Paper (Manuscript)

- Your Conference paper manuscript is to be included on a CD of all Conference Papers.
- The CD will be given to all delegates when they register for the Conference.
- Please read and use the attached/enclosed Author Guidelines.
- Your manuscript must not exceed 10 pages combined of text and figures.
- If you include photographs, please have these scanned or inserted electronically into the document.
- An English language copy of the paper must be sent.
- The written paper must not be overtly commercial in tone, and please avoid the use of company and product or trade names. The Organizing Committee reserves the right to



reject papers that do not comply with this. In addition, the Committee reserves the right to withdraw this offer for an oral presentation at the Conference if the tone is overtly commercial.

- Papers should be in the format of a PDF file or a Word document. Papers should both be saved on a disk (as backup and to bring with you) and e-mailed to [liszkai.nora@congress.hu](mailto:liszkai.nora@congress.hu)
- **Please begin the preparation of your manuscript as soon as possible.** We need the completed manuscript no later than **1<sup>st</sup> August 2008**. Manuscripts received after this date cannot be guaranteed inclusion on the CD.

#### 4. Your Presentation

- The language of the Conference is English.
- PowerPoint is the method of presentation at the Conference. Further details on the AV facilities available at the Conference will be forwarded after the receipt of the written manuscripts/papers.
- Please ensure you provide your 100-150 word biography when you send in your presentation. The biography should be a single-spaced Microsoft Word document in English only. This may be used by the session Chairman to introduce you and the speaker.