



9th European Advanced Equipment Control/ Advanced Process Control AEC/APC Conference,
Tel Aviv - Israel, March 31 – April 2, 2008

Author Guidelines

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1. Basic Information

Dear Author,

Congratulations, your abstract has been accepted by the Program Committee of the 8th European AEC/APC Conference. Please refer to the following suggestions for preparation of your presentation.

Your presentation will be distributed during the conference on Compact Disc.

Moreover, in the conference booklet we will make available on paper all abstracts as submitted. Please, REREAD your ABSTRACT and make sure, that it reflects your presentation. In case your abstract needs revision, please send the reworked abstract version together with your presentation.

Please meet the given deadlines to make sure that your files can be included. Make sure to consider your internal workflow to get your publication permission.

For any question please contact the Program Committee:

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Stay informed - please have a look at www.aecapc-europe.com regularly.

2. Oral Presentation

File Format

Please send your presentation in following two formats:

- PowerPoint file for data projector
- **and** PDF file for the Compact Disc

Please transform your presentation into PDF format yourself. We propose a resolution of 300dpi. Do not forget to include special fonts and check the PDF file for graphic and font faults finally.

Presentation Guidelines

During the oral presentation a **data projector** will be utilized which will require all presentation submissions to be in Microsoft **PowerPoint format**.

To ensure readability from the back of the room, the font size should be 36 point for titles and 24 point for text. If the fonts are smaller, they can not be read at the back of the room possibly. Please design your presentation to be shown on a data projector. **Presentations must be in landscape page orientation, portrait-oriented files will be sent back to the author for reformatting.**

You will be given 20 minutes for your presentation; after your talk, there will be 5 minutes for questions and answers.

3. Publication Permission Form

Please fill in the Publication Permission Form, sign it and send it by fax to the Program Committee. Please take care, your oral presentation or poster will not be published without the Publication Permission Form being received by the AEC/APC Program Committee.

4. Submission Deadlines

Please be aware that starting with the 2008 conference, there are two deadlines for submission:

1. We expect to receive a draft of your presentation **before Friday, February 22nd**. Your session chair will carry out a short review and may provide feedback to you which should be incorporated until the final deadline. You received the e-mail address of your session chair in the acceptance mail.
2. Please submit the final version of all your files (presentation files = **PDF & Powerpoint file**, *optional* updated Abstract = **Word file**.)

by Friday, February 29th, 2008 (final deadline).

Don't forget to also send the publication permission.

Please be advised that if your files do not arrive by this date, they can not be included on the compact disc and your oral presentation may be removed from the agenda and replaced by another presenter.

Unable to attend? **Please contact the Program Committee immediately.**

You may replace yourself with a co-author, if needed, however please ensure that we are informed of any changes immediately.

5. Delivery of your presentation

Send your **files** by e-mail to the AEC/APC Program Committee: aecapc@iisb.fraunhofer.de
Send your signed **Presentation Publication Permission Form** by fax to the AEC/APC Program Committee: +49 (0) 9131 761 112.

6. European AEC/APC Conference Presentation Confidential Policy

The final presentation **should not contain confidential or proprietary information.** We will reproduce your presentation for inclusion in the Compact Disc. The AEC / APC Conference Program Committee is solely responsible for acceptance or rejection of presentations.

Presentations that contain excessive marketing and insufficient technical content will be rejected, even though your abstract was accepted.

All information presented at this meeting is considered **non- confidential.**

No material labeled confidential or proprietary (or similarly) will be presented or included in the Compact Disc !

All information presented orally will also be regarded as non- confidential.

7. Anti-Trust, Confidential and Ethical Restrictions

Please refrain from discussing the following business aspects unless you have prior, written approval.

- Prices, current or future
- Prices customers pay or will pay for equipment or supplies
- Costs
- Products
- Quantity
- Customers
- Marketing plans
- Bids and unsigned contracts

We are prohibited from discussing pricing, products, manufacturing capacity, output and territories.

You may discuss previous, non- confidential business relationships as a normal way to indicate your level of experience.

8. Instructions & Suggestions for Speakers

Instructions

Please find your session chair prior to the start of your session to let them know you are there. The session chairs will be given at the conference time schedule. You can also check the AEC/APC web site for the names of the session chairs, see www.aecapc-europe.com.

Please arrive 15 minutes early to the A/V table to have the lapel microphone attached and tested. Please return it to the A / V table when your presentation is finished.

Your presentation will be brought up on the data projector screen (no transparencies) automatically at the appropriate time.

Presenters will have the use of a remote mouse to advance or reverse the PowerPoint slides.

A laser pointer will be available from the podium.

You must keep to the allotted time given for your presentation. A timer will be available to help you monitor your time. Each presenter has a total of 25 minutes for the presentation and Q & A.

Suggestions

Preparation is essential: Rehearse the delivery before a friend or group.

Control your breathing: Speak slowly and distinctly in a normal voice. Hold your speaking level through to the end of each sentence; don't let your voice run down.

Look at your audience: This holds their attention and allows you to project your voice into the room, rather than down at the lectern.

Everyone enjoys humor, except: When it's inappropriate or poorly executed.

Watch your time: Use an agenda to guide the audience and yourself throughout the presentation. During the rehearsal, determine at which point in time you should arrive at each topic. The session chair will manage adherence to the allocated time.

Be sensitive to your audience:

- Assume some familiarity with your topic in general.
- Keep language simple and understandable.
- Strive to clarify rather than to obscure; be explanatory not evasive. Avoid jargon and acronyms.
- Eliminate everything that is not directly related to the point of your presentation.
- A listener who would like to talk further about your presentation can consult with you immediately after the session or make an appointment with you during or after the conference.

Publication Permission Form

To comply with copyright and other legal restrictions, please ensure that your company's legal department or executive officer completes the necessary permission section below.

This form must be returned completely filled out or your oral presentation or poster will not be published.

Presenter's name (please print):	
Title of oral presentation:	

By signing this form, you give the Program Committee of the European AEC/APC Conference permission to use, reproduce, and distribute the material and information provided in the above- titled presentation.

First Name:	
Surname:	
Company / Institution:	
Department:	
Street / PO Box:	
ZIP / City:	
Country:	
mail:	
Phone:	
Fax:	

.....
Date and Signature

Please send this signed form to the AEC/APC Program Committee, fax is recommended:

**European AEC/APC Conference
Program Committee
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Fraunhofer Institute of Integrated Circuits and
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