



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

Author Guidelines

Table of Contents

1. Basic Information.....	1
2. Poster	2
File Format	2
Poster Size	2
Time Schedule	2
3. Publication Permission Form.....	3
4. Presentation Deadline	3
5. Delivery of your presentation.....	3
6. European AEC/APC Conference Presentation Confidential Policy.....	4
7. Anti-Trust, Confidential and Ethical Restrictions	4
8. Publication Permission Form	5

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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Fax: +49 (0) 9131 761 112

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

2. Poster

Because of the limited number of talks and to encourage discussion, we put some presentations into the Poster Session. Please watch the time schedule for setup and teardown of your poster.

NEW! At the beginning of the poster session there will be a poster announcement in the plenum. Every poster presenter will have the opportunity to present the tenor of his poster using **one slide (1-2 minutes)**. It is mandatory to use the included template for this slide and to **submit it** together with the other requested files (see below).

File Format

Please send your poster in following formats:

- PDF file for the Compact Disc
- **and** PowerPoint file as backup file

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.

Poster Size

The purpose of a poster presentation is to use a display (poster board) to summarize the study described in your abstract. A dedicated poster session allows the presenter (that's you) the opportunity to discuss your work and answer questions.

You must bring your own hard copy of the poster with you to the conference. Glue sticks, poster stripes and other material will be available which can be used to paste your presentation to the poster board.

The **poster board** that will be provided for you is about **90 cm wide and 140 cm high**. A portrait oriented poster of A0 size (84 cm x 119 cm) can be placed easily. **Do not use single A4 or US letter size sheets to conduct your poster!**

Please mind: *The authors are requested to be available at their poster for questions and answers during the poster session.*

Your poster material will be published on the **Compact Disc** in PDF format. We propose to present the content of your poster as single pages in A4- or US letter size in landscape page orientation in that PDF file. If you want to give an impression how your poster looks like, you can send your full size poster additionally as one page in a separate PDF file.

Time Schedule

Poster setup:

- Monday, March 31th in the Morning

For details please see www.aecapc-europe.com

Poster Session:

- Poster will be on display during the entire conference
- Dedicated poster session is scheduled on Monday. The authors are requested to be available at their posters for Q/A.

Poster teardown:

- Wednesday, April 2nd, after the break in the afternoon

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 Deadline

Please submit all your files (Presentation files = **PDF & PPT files**, *updated Abstract* = **Word file**, one-slide poster introduction = **PPT file**)

by Friday, February 29th, 2008.

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 will be removed from the agenda and replaced with 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.

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 poster:	

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:	
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.....
Date and Signature

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

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 Program Committee
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