

# PREPARING AND DELIVERING YOUR UAI 2003 PROCEEDINGS PAPER

## Deadline for Delivering Your Paper and All Materials is Thursday, May 29, 2003

This is an **absolute deadline** for receipt of your paper via FTP and the accompanying forms via FAX. Late papers cannot be included in the proceedings. Please deliver only the final version of your paper; the schedule is tight and we cannot guarantee that replacement papers will appear in the book. If you have questions regarding delivery of your paper, contact Jennifer Ballentine at Professional Book Center: 303-756-5222; email: [jennifer@probook.net](mailto:jennifer@probook.net). We are in the Mountain Time Zone—two hours earlier (by the clock) than New York, one hour later than California. Due to the number of papers, **we cannot individually confirm receipt of your materials**, please do not contact us to inquire if your paper has been received. We will email you if materials are not received, have problems, or are incomplete.

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## Length Requirements and Extra Page Fee Form

**Eight (8) pages** have been allocated for your paper. You may include up to two (2) additional pages with payment of a \$150.00 (U.S. dollars) fee for each page. In this case you must complete and FAX the Extra Page Fee Invoice form along with the Permission to Publish form. Papers that exceed the length requirements without payment of the appropriate fees cannot be published.

## Step-by-Step Instructions

1. Prepare and review your paper exactly as if you intended to physically send it to us. Use the macros and styles that are available from the conference Web page (<http://www.research.microsoft.com/uai2003/>).
2. Once your paper is finalized, use your formatting software to make a single Adobe Acrobat PDF or PostScript file for the entire paper. Name your file using the tracking code assigned by the conference organizers to your accepted paper, followed by a period (.) and the extension for your file type (pdf for Acrobat, ps for PostScript). **Embed all fonts** you use in the file, especially any math or special symbol fonts. If you will use TEX or LaTeX, you may wish to refer to a tutorial available on the Web at <http://ltswww.epfl.ch/~dsanta/resources/type1>. If you make a PostScript file and then use Acrobat Distiller to make a PDF file, be sure to select the *press* option of Distiller. Please print a hardcopy of the file you will deliver and carefully check it. Although Professional Book Center will screen papers for obvious problems, we cannot be responsible for errors in your formatting or file preparation. Do not compress, zip, or encode your file in any way.

## New Instruction! You Must Request FTP Instructions and Password No Later Than May 23, 2003

3. Due to increasing problems with anonymous FTP, all conference access will be password-protected. Between now and May 23, 2003, please email [lee@probook.net](mailto:lee@probook.net) to obtain the FTP address and password you will use to deliver your file. Use "UAI FTP REQUEST" as the subject of your message and include your name, institution, paper title, and paper tracking code. We will reply within about 24 hours.
4. **Deliver your paper via FTP before May 29.** If you do not have FTP client software, the program 'ws-ftp' should be available at [www.tucows.com](http://www.tucows.com). Because transient conditions, such as network downtime, can delay transmission, we **highly** recommend you deliver your file 48 to 72 hours in advance of the deadline. If you have a problem, this will allow us time to consult with you by email on how to proceed. **Please do not email your file to us.**

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6. FAX (to 305-946-8106) your completed *Permission* and *Extra Page Fee* forms by the May 29 deadline.

## Checklist

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