



THE SOCIETY FOR MODELING AND SIMULATION INTERNATIONAL

AUTHOR REGISTRATION INSTRUCTIONS KIT
2003 SUMMER COMPUTER SIMULATION CONFERENCE
July 20–24, 2003, Wyndham Montreal • Montreal, Quebec, Canada

Please review this material carefully—it contains information that has not previously been included in other SCS author kits.

For additional information on the SCSC 2003 Conference and Proceedings, contact the SCS office at the address below, or visit the Conferences section of the SCS Website at www.scs.org.



The Society for Modeling and Simulation International
4838 Ronson Court, Suite L, San Diego, CA 92111-1800
Tel: (858) 277-3888 Fax: (858) 277-3930 scs@scs.org

DUE DATE: May 9, 2003

Dear Author,

We are pleased to tell you that your paper has been accepted for presentation at this conference and for publication in the Conference Proceedings and inclusion on the CD-ROM.

Your final manuscript will need to be submitted electronically to the <http://scs.proceedingscentral.com> site by May 9, 2003 to guarantee inclusion in the conference CD and final program. Directions for formatting and submission will be found on that site in your Author Center and also at the SCS website.

Formatting instructions can be found in the Formatting Kit at:
<http://www.scs.org/confernc/formattingkit.pdf>

Presentation instructions can be found in the Presentation Kit at:
<http://www.scs.org/confernc/presentationkit.pdf>

Authors of accepted papers are expected to attend the conference, present their work to their peers, transfer copyright, and pay a conference registration fee at the time their camera-ready paper is submitted. If your registration is not complete by the deadline, your paper cannot be published or included on the CD.

This Author Kit contains the following registration forms:

- Author's Biography
- Transfer of Copyright
- Author Certification
- Audio/Visual Equipment Request
- Conference Registration
- Hotel Reservation

The Hotel Reservation form goes directly to the hotel. The other forms can be mailed to SCS or faxed to 858-277-3930.

Vital Information

- **Conditional Acceptance**—Final acceptance of your paper is conditional upon an additional review of your paper in electronic form, and upon the SCS receiving from you:
 1. Your final paper in electronic *and* in paper form by the due dates noted previously,
 2. A registration form and payment (or valid purchase order) for at least one of the authors of each paper, and
 3. A signed Transfer of Copyright form.If you send your payment and manuscript to the SCS separately, please include a note with your registration form indicating this.
- **Transfer of Registration**—Although the registration fee is *not* refundable, you can transfer it to someone you designate to present your paper at the Conference if you are unable to attend.
- **Clearances**—If your work must be cleared or approved by your institution, company or government agency before publication, please be sure to secure the written approval and submit it to SCS prior to the due dates, or we will not be able to include your article in the Proceedings. If you have not received approval before the due date, you can discuss with your Chair the possibility of presenting it as a late paper. It will not, however, appear in the Proceedings.
- **Transfer of Copyright**—This form merely grants SCS permission to publish your paper. The Society controls the commercial use of material that we publish, while you or your company retain the right to reuse the work in whole or in part. This form does *not* conflict with material that is in the public domain, such as articles written by government employees or contractors.
- **Page Limits**—The registration fee covers the printing of six (6) manuscript pages. Additional pages are charged at US \$40 per page.
- **Multiple Papers**—If you are presenting multiple papers, please note that the first submission must be accompanied by the full registration fee. Subsequent submissions are charged either at the full registration fee or US \$40 per page, whichever is less.
- **Audio/Video Equipment**—Please submit this form with your paper if you need special equipment. SCS cannot guarantee to meet special A/V requests. Availability is limited and reservations are on a first-come, first-served basis. The equipment provided free of charge includes transparency overhead projectors, which are available in each room, and 35mm projectors, which are available only if specifically requested with your registration. All other equipment requires payment to cover rental fees, which are listed on the A/V Equipment Request form.
- **Transparencies and Handouts**—SCS will not be able to print your transparencies or make copies at the Conference. Although some office facilities may be available at the hotel, it is best if you prepare your handouts and transparencies ahead of time.
- **Author's Biography**—This will help your session leader introduce your presentation at the Conference. You can submit your own biographical note, or use the form in this kit.
- **Paper Codes**—All material you submit to SCS should include the paper ID code, which will be assigned *after* uploading your paper to the submission website, <http://scs.proceedingscentral.com>. SCS is not responsible for correspondence or forms submitted without this code.

Note: If you do not receive e-mail notification (with paper code) after submitting your final draft paper to the submission website, your paper has not been completely entered into the system and may not be published. Please go back into your Author Center and complete the process to ensure publication.

PLEASE RETURN THIS COMPLETED FORM TO:

**SCS
4838 Ronson Court, Suite L
San Diego, California 92111-1800
Fax: 858-277-3930**

AUTHOR'S BIOGRAPHY

Instructions: This is simply to provide your session leader with enough information to introduce you. Authors are encouraged to include a brief biography at the end of their paper if space permits.

Name: _____

Address: _____

_____ Phone No. (_____) _____

Present Employer: _____

Duties or Job: _____

Highlights about your present work: _____

Past Employment: _____

Education: _____

Civic and professional activities, awards etc.: _____

Other: _____

Group: _____ **Session:** _____ **Day:** _____

Transfer of Copyright to Simulation Councils, Inc. **(The Society for Modeling and Simulation International)**

Present title of work: _____

Author (s): _____

Conference: _____

Part I: The Primary Author Must Sign This Form

US Government employees whose work is not subject to US copyright should so certify by signing Part II, below.

I hereby transfer exclusively to Simulation Councils, Inc. (SCi) all rights granted to me by the copyright laws of the United States of America and other countries, subject to the reservations below.

1. The transfer of copyright shall become effective only upon SCi's acceptance for publication of the work.
2. The authors reserve all proprietary rights (such as patent rights) in this work other than the copyright transferred to SCi by this document.
3. After this work has been published by SCi, the author retains the right to republish it in whole or in part in any book of which he is an author or editor and to make personal use of this work in lectures, courses, or otherwise.
4. If the work was performed under a US Government contract or grant, SCi recognizes that the US Government has royalty-free permission to reproduce all or portions of the work, and to authorize others to do so, for official US Government purposes only, if the contract or grant requires.
5. If this work is in the public domain, such as work done for the US Government, I simply authorize its publication.
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I warrant that the above work has not been previously published elsewhere, or if it has, that I have obtained permission for its publication by SCi and that I will promptly supply SCi with wording for crediting the original publication and copyright owner.

Date

Signature of primary author

Print name

Part II: US Government Employee Certification

Authors who are employees of the US Government are not required to sign Part I of this form, but any coauthors outside the US Government are required to sign Part I. Authors whose work was performed under a US Government contract or grant, but who are not Government employees, are required to sign Part I. Signing Part B certifies that ALL authors of the work are employees of the US Government and performed this work as part of their official duties and that the work is therefore not subject to US copyright protection.

Date

Signature of primary author

Print name

AUTHOR CERTIFICATION FORM

Paper ID Number: _____

Paper Title: _____

Names of authors: _____

Conference Name: _____

Note: This form must be signed by the corresponding author and be sent along with the signed copyright form, and completed registration form..

We (I) certify that one of the authors of our above referenced paper accepted in the above referenced conference will come to the conference to present the paper.

Name and Signature of Corresponding Author:

Signature: _____

Name (print): _____

Audio/Visual Equipment Request

OVERHEADS/ 35MM PROJECTORS

Each meeting room will be equipped with an overhead unit for 8 1/2 x 11 transparencies. 35mm slide projectors will be made available **ONLY BY ADVANCED REQUEST** with the SCS office.

VIDEO EQUIPMENT

Those who wish to make presentations via videotapes must **MAKE ARRANGEMENTS WITH SCS AND PAY FOR THE EQUIPMENT THEMSELVES**. Authors should remember that video equipment and computer projector rental rates are relatively high (\$125-\$300 PER DAY) and the 21" or 25" screens are desirable for use with an audience of over 40 attendees.

LCD PROJECTOR

LCD projectors **must be reserved** with the SCS Office **prior to the conference in order to guarantee availability**.

MICROPHONES/AMPLIFICATION EQUIPMENT

This will be available for every meeting room where more than 40 attendees are expected.

COMPUTERS

Speakers bringing microcomputers for demonstration during their session should notify the SCS office *at least four weeks in advance* of the meeting so that a table and power will be available. Speakers who plan to rent a computer system on their own must **MAKE ARRANGEMENTS TO PAY FOR PICK UP, AND RETURN THE EQUIPMENT THEMSELVES**. SCS accepts no liability for this equipment.

List of Audio/Visual Needs

SCSC 2003 PAPER CODE _____

List Audio/Visual needs:

To help SCS market the SCSC 2003 more effectively, please answer the following questions:

Target audience of your paper:

List of Hardware/Software used in your paper:

Vendors you feel will enhance the conference Exhibits Area. Please list company, phone number and contacts.

Group: _____

Session: _____

Day: _____



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2003 SUMMER COMPUTER SIMULATION CONFERENCE

July 20–24, 2003

Wyndham Montreal • Montreal, Quebec, Canada

AUTHOR REGISTRATION FORM

This registration form must be completed and returned with your manuscript. Registration fee must be guaranteed by receipt of check or credit card number for paper inclusion in Conference Proceedings. Registration is not refundable.

Registration fee includes: attendance at the conference, authors breakfast, a print proceedings or a CD of all papers that were electronically submitted for the SCSC 2003 conference, and any planned all-conference function. Social events and print proceedings are subject to additional fees.

Author name: (for badge) _____ Position: _____

Organization: (for badge) _____

Mailing Address: _____

City: _____ State/Country: _____ ZIP: _____

Business Phone: _____ Home Phone: _____

FAX: _____ E-mail: _____

Paper Title (1): _____ Paper #: _____

Paper Title (2): _____ Paper #: _____

Please check the appropriate box to indicate your position in the Conference organization

Track Chair Group Chair Session Chair Author/Presenter Panel Chair Panelist

CONFERENCE FEES

Member #: _____

(Authors of published manuscripts must submit full registration fee with their final manuscript)

Registration received after June 14 may be subject to late fees.

Registration for 1st paper	Full Reg.	Comprehensive Reg. (includes Sun. tutorial)	
SCS Members:	\$450.00	\$600.00	
Non-Members:	\$550.00	\$700.00	\$ _____
Student Member (Author**)	\$250.00	\$400.00	
Student Non-Member (Author**)	\$350.00	\$435.00	
Tutorial (1/2 Day)	\$150.00	\$200.00	Indicate Tutorial # _____ \$ _____

Extra page charges (**\$40 per page over 6 pages**): \$ _____

Additional Proceedings **\$35** check CD-ROM _____ or Print _____ \$ _____

Registration for 2nd paper:

Members: \$450 or \$40 per page, whichever is less
 Non-members: \$550 or \$40 per page, whichever is less \$ _____

TOTAL* \$ _____

Method of Payment: (No cash accepted)

VISA Mastercard American Express Check* Company Purchase Order Gov't DD Form 1556

Card Number: _____ Exp. Date: _____

Authorizing Signature: _____

* All Checks must be made payable to SCS and drawn on US banks or International Money Orders in US funds

** Must provide proof of current student status; all authors must be students



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HOTEL RESERVATION FORM

Reservations must be received by June 20, 2003 to qualify for conference rate.
Those received after this date will be accepted on a space available basis only.

Arrival Date: ____/____/____

Departure Date: ____/____/____

Please reserve accommodations for:

Name: _____

Sharing room with: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax Number: _____

Credit Card Number: _____

Cardholder's Name: _____

Room Preference: Smoking Non-Smoking

Room Rate: Single: \$185.00 Double: \$185.00

The above rates are quoted in Canadian Dollars. Please estimate an exchange rate of 1.55 for a US equivalent of \$119.00 respectively.

Add 14.5% Hotel Tax

Hotel check-in is 4:00 p.m. and check-out is 12:00 noon.

The Wyndham Montreal can only confirm your reservation request when accompanied by one night's deposit including room rate plus 14.5% sales and occupancy tax (subject to change) or company guarantee. This deposit may be made by check, money order or major credit card. If paying by check or money order, please include arrival date on the face of the check. Refunds will be made when cancellations are received no less than twenty-four (24) hours prior to your scheduled arrival date (be sure to keep your cancellation number). First night's room deposit will automatically be posted to credit card upon receipt.

Please return this reservation request to:
Wyndham Montreal
Reservations
1255, Jeanne-Mance, CP 130
Montreal, Quebec H5B 1E5, Canada
Phone: 514-285-1450
Fax: 514-841-2069