

**First JACoW Workshop on
Electronic Publication of Proceedings of
Particle Accelerator Conferences**

**Wednesday 1 December to Saturday 4 December 1999
Brookhaven National Laboratory, Upton, Long Island, NY
Building 515, ITD Seminar Room**

**Guidelines for Chairmen and Speakers
for the Preparation of Presentations and
Submission of Papers for the Proceedings**

The abstracts/keywords are suggestions, drawn from our experience, for topics which should be covered in the talks. In order to get a clearer idea of what the topics are about, the Postmortem on EPAC98 (available on JACoW, <http://www.cern.ch/EPAC/organisers/docs/postmort98.pdf>) gives details concerning most of the topics.

Speakers should prepare their talks having in mind that the majority of the participants and the ultimate users of our handbook will not be experts in the particular activity being presented and therefore a fairly detailed and basic presentation will be required.

The time allocated for each topic should be adequate for the presentation and there is a generous amount of time for discussion in each session. Speakers are free to add other topics to their presentations if they feel it is relevant but if they do, the organisers (John Poole or Christine Petit-Jean-Genaz) would like to be informed so that the programme on WWW can be updated – other speakers will then be aware of what will be addressed in each session. It is hoped that during the discussion periods we can arrive at a consensus for the methods and standards which we recommend for the future. The role of the Chairmen is therefore crucial in formulating and recording the conclusions of each session, which is why the summary session should also be written up.

The proceedings of the Workshop will be published on the JACoW Website. Presentations should be written up using the JACoW templates. There is no limit to the number of pages. The deadline for submission of the papers is **10 January 2000**. Authors to e-mail .ps files to John Poole.