



20TH ANNUAL
**COMPUTERS
IN LIBRARIES 2005**

March 16–18, 2005
Hilton Washington
Washington, DC

Dear Computers in Libraries 2005 Speaker:

Thank you so much for agreeing to speak at Computers in Libraries 2005, March 16–18, 2005. We are looking forward to an exciting program and know you will play a major role in the success of this conference. Our goal is to make your experience as a speaker as rewarding as possible. Please feel free to contact us if you have any questions or concerns regarding your participation in Computers in Libraries 2005.

In addition to the exposure and networking benefits of speaking, all speakers receive a complimentary registration for all the conference sessions (Full 3-day conference), not including pre-and post-conference workshops. Your name badge will be waiting for you at the speaker counter in the conference registration area of the Hilton Washington — you don't have to fill in a registration form, just check in.

Enclosed is a preliminary program, which also includes hotel information. Please visit our Web Site at www.infotoday.com for updates.

We will be producing a printed version of the presentations for the conference. We want to include any handouts you would like attendees to have. We are looking for papers (around 6 pages) or a one page summary, a list of URLs discussed, copies of slides to be used (for example, powerpoint 3/page), or basically anything you would like to provide as a handout. We will need these by **JANUARY 21, 2005**. As you prepare for your session, and perhaps create slides, keep in mind that our audience is familiar with the basics. Please start your presentation with the key messages as described in your session description. We don't want you to be rushed at the end and miss getting to what the audience really wants to hear. We appreciate your consideration and assistance in managing our audience expectations.

Also enclosed, please find:

1. Speaker Directory/Contact Information Form — Please return so we can list you correctly.
2. AV requirements form — please fill it out and return it.
3. Speaker Agreement and Permission Slip

As we get closer to March, the track organizer and moderator of your session, will be in touch about what room your presentation will be in, how you want to be introduced, and other last minute details. Again, thank you for taking the time to participate in Computers in Libraries 2005. If you have any questions, please feel free to contact us.

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FORMS MAY ALSO BE FOUND ON OUR WEB SITE WWW.INFO TODAY.COM.

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INSTRUCTIONS

Following are instructions for preparing your Computers in Libraries 2005 presentation to go into the Computers in Libraries 2005 Collected Presentations. We hope you can participate and become part of the permanent record of Computers in Libraries 2005.

The following options are available for you to consider:

SUBMITTING FULL PAPERS

- **The first page should contain, at the top of the page, the full title of the paper (in bold), your name, your affiliation, e-mail, and your session number.**
- Include co-authors and their affiliations if there are any. Papers should be 10 pages maximum with 1" margins all around and single spaced in Microsoft Word or WordPerfect.

SUBMITTING SUMMARIES

- An abstract, summary, or simple list of facts or data points, such as URLs, to which you will be referring during your presentation. Any length is acceptable, but we recommend a minimum of 300 words in order to make the submission worthwhile. This summary may or may not be accompanied by copies of PowerPoint images. You may submit a summary in Microsoft Word or WordPerfect.

SUBMITTING POWERPOINT PRESENTATIONS

- **Put the name of the paper or presentation, along with the speaker's name, affiliation, and e-mail on an opening slide on its own.**
- Put three slides per page, if possible.
- Remember that the printed version will be in black and white, so do not rely on colors alone to illustrate points or to differentiate items. If using a dark colored background please set the type to white.

SUBMITTING MATERIAL BY E-MAIL

- Send file to **cnixon@infoday.com**. Send your document as an attached file.
- Mark RE: CIL05 for paper identification.
- **Please include your name on your document.**
- Do not send your files in ASCII format.
- Do not send multiple versions. Check your files carefully before submitting.

GENERAL REQUIREMENTS FOR ELECTRONIC FORMAT

- Screen shots should be saved in the largest size possible. Remember, screen shots are 72 dpi—we need 300 dpi to print. If you use FullShot or any of the other capture programs, set the screen size to max/full. If necessary, crop to the part of the image most important to illustrate your point. The most efficient and universal way to save a screen shot is the JPEG format. **Remember, you should save your image approximately four times larger in size than you'd like it to print.**

Deadline for receipt of material for publication is **JANUARY 21, 2005.**

Any questions, please call Carol Nixon, 609-654-6266, ext. 131.