

To: All Computers in Libraries 2008 Speakers

Following are instructions for preparing your Computers in Libraries 2008 presentation to go into the Computers in Libraries 2008 Collected Presentations. We hope you can participate and become part of the permanent record of Computers in Libraries 2008.

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. Paper 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.
- Do not use page footers or headers, dates, or page numbers.

### **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.**

### **TO SUBMIT YOUR FILES (BY FEBRUARY 8, 2008)**

- Go to <https://secure.infotoday.com/cil08/submit.asp> to upload your presentation.
- Use your LAST NAME as part of your file name; do not give your file the name of the conference!

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Deadline for receipt of your files is **FEBRUARY 8, 2008.**

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Any questions, please contact Carol Nixon, 609-654-6266, ext. 131 or [cnixon@infotoday.com](mailto:cnixon@infotoday.com).