

## 17th IFMA CONGRESS - Revised Call for Papers and Guidelines.

Dear IFMA Newsletter Subscriber,

(This email is for authors who are planning to contribute a paper or papers to the 17<sup>TH</sup> IFMA Congress)

**IMPORTANT** - PLEASE NOTE THAT THE CALL FOR PAPERS (Call for Papers 2<sup>nd</sup> issue.pdf) HAS BEEN REPLACED WITH A NEW VERSION (2.1).

This new version is available for downloading now from the 17<sup>th</sup> Congress Website – [www.ifma.org](http://www.ifma.org).

As we have received a number of reports from authors who have had difficulties with the paper submission process – largely due to anomalies between the Call for Paper Guidelines and the Conference Maker<sup>®</sup> paper submission form – we have decided to issue a revised version which has some important changes plus much more detail about the paper submission process. The organisers apologize for any difficulties that have been experienced by authors in submitting their papers.

**Main Revisions to the Call for Papers and Paper and Poster Guidelines** (from 2<sup>nd</sup> issue)

1. The Conference Maker<sup>®</sup> paper submission form states a preference for papers to be in PDF format – so the guidelines now reflect this – **but Word .doc (not .docx files\*) are still fully acceptable**. It is important that papers have their page size set to “letter” size – so if converting from A4 to letter – do this (and check the effect on the page breaks) before converting a paper to PDF.
2. The separate document with additional information about the paper and the principal author requested in Item 8. of the paper guidelines should now be on a separate page inserted at the end of the paper – as there is no option to submit this as a separate document.
3. There is a new section “**Submitting Papers and Posters**” added to the Guidelines to prepare and guide authors through the submission process. In particular this deals with the URL and pathway **options** for submitting papers and posters about which there were some difficulties. Keywords and the paper abstract should be entered separately into the appropriate fields. Also authors should ignore the sections for “submitting slides” as accepted paper authors will be given instructions in due course for sending their presentations. (They will not be submitted via Conference Maker<sup>®</sup>)

Those authors who have already submitted papers need take no action – Harold Guither will be in touch with you if he requires further information.

Thank you to those of you who have already submitted papers – to everyone else please keep the papers coming – there is still plenty of room for more!! (Incidentally authors can submit more than one paper). Remember the paper and poster submission deadline is the **31<sup>st</sup> January 2009**.

Please note that [Harold Guither](#), who is now overseeing the contributed paper process, is on vacation until the 19<sup>th</sup> January – so will answer any queries about papers and their submission on his return.

Once again - please can I ask you to forward this email to any contacts you sent the previous one too – I do apologies for the inconvenience this causes!

**With all Best Wishes for 2009.** We look forward to seeing as many new and returning members as possible attending the 17<sup>th</sup> IFMA Congress.

Registration is open – just follow the links from the [ifma17.org](http://ifma17.org) website Registration page.

Tony.

\* N.B. In Word 2007 you can save files in the PDF format using [Save As] and selecting the PDF option.

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**IFMA Website** - [www.ifmaonline.org](http://www.ifmaonline.org)  
**17th IFMA Congress, USA website** - [www.ifma17.org](http://www.ifma17.org)