

Updated Information for EURAM 2005 Participants

(send by e-mail to all authors on March 15, 2005; updated on **March 30, 2005**)

=====
This sheet contains VERY IMPORTANT information regarding your paper and presentation at EURAM 2005. **Please read all paragraphs really carefully!**

Please forward this information also to your co-authors in case you have not registered them in the conference system!

=====
Dear EURAM 2005 contributor,

you have been probably waiting to get feedback on your paper submission(s) to the EURAM 2005 conference. We got more than 800 submissions, which makes the conference the largest EURAM event ever. Thanks a lot for your contribution to this success! But this high number of papers has also increased the complexity of the review process, so please take our apologize if something goes not as smooth as you have expected it.

Please check the status of your paper in the conference management system (<https://euram2005.wi.tum.de>), using the log-in data you used when uploading your paper to the system.

After log-in, the status of your paper(s) is indicated at the end of the first web page.

ACCEPTED: If the status of your paper is “accepted” or “poster”: Congratulations !! We are glad to have you as our presenter at the EURAM 2005. **More information below.** More information on the presentation form and the technical details will follow in another e-mail in April.

POSTER: If the track chairs of your track have assigned your paper to a poster presentation, your will present your paper in two ways: (1) as a paper poster in the main conference hall with plenty of awareness of all participants (like in an exhibition), and (2) in an interactive session (at a given time scheduled and printed in the program) like a normal paper presentation, but in front of you poster to an interested audience. **Please read below for more information.**

REJECTED: If the status of your paper is “rejected” we are afraid that the chairs of your track preferred other papers more. Please check the review remarks to get feedback on your paper, and direct any questions directly to the track chairs. We hope, however, to welcome you at the EURAM conference and benefit from your contributions as a discussant and member of the EURAM community.

HOLD: The should be only very little papers on hold, i.e. not reviewed. This will be the case only if you submitted your paper far behind the official deadline, which was Feb. 15. However, we hope that we can give you more information within very few days. Direct any questions to your track chairs, not the conference organizers! **REMEMBER: All reviews are subject to a decentralized process by individual track chairs. This process cannot be controlled by the conference organizers. Please express any concerns, questions, and demand for fast review directly to the chairs of your track.** Contact data: http://www.euram2005.de/site/2_dates_papers_list.htm#0 (bold names in list).

More information for accepted authors and conference participants:

Scheduling your paper presentation:

In the moment, we are consolidating the feedback we got from the track chairs regarding the creation of sessions for the conference. The track chairs are responsible for grouping the accepted papers into sessions (in average four papers per 90 min. session), and we will then allocate time slots to the sessions.

We are still waiting for the feedback of a few track chairs, but we hope to be able to publish a draft program in two weeks latest, hopefully earlier. Check the **program section** of the conference web site (<http://www.euram2005.de>) where the draft will be published.

Please understand that we can not promise any specific time slots for our presentations. All sessions can be placed any time during the main conference days (Thursday, May 5th, 9 am until Saturday, May 7th, 1 pm). And make sure that you do not miss the great opening session on May 4, afternoon.

EURAM 2005 opening event: Remember to book your flight in such a way that you arrive in Munich on **May 4, 2005**, until 2 pm, as the opening keynotes for the conference, followed by the opening reception, **will start at 3:30 pm** at the TUM City Campus.

The **official dinner** is on **May 5**, but the **main networking event** is on **May 6** in the evening. So make sure that you stay in Munich until the end of the conference! And add an extra day of fun with our post-conference activities.

Preparing your PAPER presentation:

We have asked the track chairs to communicate directly with you regarding any special demands for presentation or innovative formats they developed for the track.

As a general rule, a presentation should be 15 min. to provide also enough time for discussion and feedback. We are trying hard to have a LCD projector ("Beamer") in all rooms, so you can bring your presentation on your own laptop, on a CD-Rom or USB-Flash-Memory (NO FLOPPY DISC !!).

But in any case, please do not forget backup slides of your presentation (conventional transparencies) in case the projector is broken or will not work with your laptop.

Remember to direct all track-related questions directly to the track chairs! Contact data: http://www.euram2005.de/site/2_dates_papers_list.htm#0

Preparing your POSTER presentation:

Your submission has been assigned by the chairs of your track as a "poster presentation". This means you will present your paper in two ways:

(1) As a paper poster in the main conference hall with plenty of awareness of all participants (like in an exhibition). For this, please bring on the second conference day (Thursday, May 5) in the morning your poster (max size: A0) to the registration desk where we will assign you a space in the exhibition. If designed properly, posters are a great possibility to reach much more participants as many “normal” paper presentations.

(2) In an interactive session (at a given time scheduled and printed in the program) like a normal paper presentation, but either in front of your poster or as part of a short presentation (with slides) in a conference session.

Many track chairs have already scheduled presentations of papers rated as poster in their session. You will get more information directly from your track chairs.

Note that all papers -- including yours -- will be included in the conference proceedings. Please read below for more information.

Remember to direct all track-related questions directly to the track chairs! Contact data: http://www.euram2005.de/site/2_dates_papers_list.htm#0

Proceedings:

+++++

Proceedings of the EURAM 2005 will be published in two parts:

(a) A printed book containing the program and the abstracts of all accepted papers and posters which will be presented at the conference (and where at least one author has registered and paid the registration fee),

(b) an online platform where all papers can be accessed electronically.

Please add now an update of your paper. Please add a cover page to your paper with the full contact data of all authors and acknowledgments etc. Upload your paper again to the system, overwriting the old version. You also have the opportunity to modify your paper according to the reviewers' suggestions.

If you prefer to have your paper not included in its full version in the proceedings, please inform us.

To read a review, log-into the system (<https://euram2005.wi.tum.de>), using the same account you created to upload your paper, click on your paper title on the start page, and choose “Review 1” or “Review 2” in the scoring table.

Registration for conference:

+++++

Don't be a no-show! Please inform us and your track chair as soon as possible if you cannot make it to this year's conference.

Check the conference system. You will get a message just at the beginning of the overview page after log-in indicating your participant status. If you still see the note "You are not yet registered as a conference participant.", please register now !!!!

(1) When is the registration deadline?

GENERAL PARTICIPANTS: If you just want to participate as a **discussant and audience member**, there is no registration deadline, you even can register on-site. But a **late-booking fee of 50 Euro** will be applied for all registrations **after April 15, 2005**. So register early to save money!

AUTHORS: If you are an **author** and you want to present your paper, **register immediately**. The official deadline for author registration has been **March 28th**. Only papers where at least one author registers for and presents the paper on the conference will be included in the proceedings.

IMPORTANT: **Do not create a new account!!!** Please use the account you created to upload your paper to register finally for the conference!

Co-Authors: In case that you have submitted the paper using your account, but only your co-author will register and present the paper, please make a note in the "remark" field of your user data indicating the paper number and name of the person who has registered and will present the paper.

If you register as a co-author, but the paper is not connected with your account, please write a short remark in the field "remark" and indicate the title and ID number of your paper.

(2) What do I have to do to confirm my conference participation?

Please log-into the system <https://euram2005.wi.tum.de>, using the login you created before. Remember: If you are an author, do not create a new account.

Go to "**Register as participant**".

Follow all three steps!! Provide all information requested, and make sure that you **press "SAVE"** after the third step. Otherwise your registration is not finalized. !!!

Once you are registered to the conference correctly, you will see a new menu item in the "Overview" section: "**Invoice and Confirmation of Participation**". Here you can access your invoice and participation confirmation and print them via the browser's print function.

(3) Before I register, I want to review the final program. When is it available?

In the moment, we are consolidating the feedback we got from the track chairs and are creating the conference sessions. We are still waiting for the feedback of a few track chairs, but we hope to be able to publish a draft program in two weeks latest, hopefully earlier.

Check the **program section** of the conference web site (<http://www.euram2005.de>) where the draft will be published:

http://www.euram2005.de/site/5_program_1.html

(4) I need an invitation letter for my visa or my university. How do I get this?

If you need a letter for the purpose of helping to secure an entry visa to Germany, please contact Mr. Sascha Seifert (seifert@wi.tum.de, Fax: +49 89 289-24805) for a standard letter indicating that you are a participant of the EURAM 2005 conference. To receive a letter, you must provide the following information:

* Name, full mailing address, fax number and e-mail address (if available) for person needing visa invitation letter

* Your role in the EURAM conference (e.g., paper presenter, give paper ID).

Please note that we need a proof that you are willing to participate at the conference. This is provided first of all by a paper submission. In case you have not submitted a paper, we need the full conference fee on our account before we can issue such a letter. In case you demand a courier service for the letter, we have to charge this fee to you (about 50 Euros for the postage).

General Information

TRAVEL, ACCOMMODATION AND SOCIAL PROGRAM

The EURAM 2005 online hotel reservation system is ready to serve all your travel needs. Book your hotel now. Read **more information on how to select your hotel** and how the conference hotels are connected with the conference site **in our "Survival-Guide"**:

Survival Guide: Conference organization and maps:

<http://www.euram2005.de/site/Survival-Guide.pdf> (**Download this file for a first orientation of the conference setting**)

Hotel reservation (*book now at our special rates*, rooms are filling fast)

<http://www.publicscout.de/euram/>

Social post-program after the conference: Discover Munich and Bavaria with the EURAM community (**great networking!**) on the weekend after the conference:

<http://www.publicscout.de/euram/social.php>

IMPORTANT CONTACT DATA:

Check the **conference web site** regularly for updates and news:

<http://www.euram2005.de>

Registration and Conference Management System (Registration, paper handling):

<https://euram2005.wi.tum.de> (backup: <http://euram2005.wi.tum.de>)

Contact for **review questions**, or program placement: **Your track chair**,

http://www.euram2005.de/site/2_dates_papers_list.htm#0

Contact for conference registration and payment: TUM-Tech GmbH, Saarstrasse 7, 80797 Muenchen, Germany; Tel: +49 8161 713482, Fax: +49 8161 714396, E-Mail: ulrich.wild@tumtech.de

Contact for accommodation, hotels, and social program: EURAM HOTEL TEAM, Monday through Friday: 10 am to 5 pm (CET); Hotline: +49 89 2060 41413; Hotfax: +49 89 2060 41414; Email: EURAM2005@publicscout.de; <http://www.publicscout.de/euram/>

In all other cases, please feel free to contact the EURAM 2005 conference committee:

info@euram2005.de

We are looking forward to meeting all of you very soon at the EURAM 2005!

Yours, Anne S. Huff and Ralf Reichwald, EURAM 2005 Co-Chairs

Tobias Fredberg, Kathrin Moeslein, Frank Piller, Sascha Seifert, Florian Sipek, and Christian Weese; EURAM 2005 Committee

<http://www.euram2005.de>

info@euram2005.de