



ICAUV 2012

**Eagleton Golf Resort
Bangalore, India
24 & 25 Febr. 2012**

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How To Submit A Presentation

Submission Deadline: 10 February 2012

Presentation

- Language: English. Format: PowerPoint (PPT) or PDF
- Remark: If your PowerPoint includes automations of any kind, you are strongly advised to also supply a PDF version of your presentation without the automations; it is also suggested that you verify the PDF before you send it to us (PPT presentations with automations transformed into PDF are very often cluttered and difficult to read). This means additional work, but the end result does amplify your organization's image and justifies the effort.
- Please Note: The organizers cannot be held responsible for any problems linked to the transformation into PDF of files containing automations.
- Submission: The presentation can be submitted by email, or (on CD/memory stick) by international courier service to UVS International at the address in the header of this email.
- Large Files: Large files (>5 MO) **should NOT** be emailed.
Files containing PowerPoint presentations with an embedded video clip **CANNOT** be sent by email.
However, in both cases they can be:
- sent by means of the free large-file transmission service available on www.yousendit.com (or an alternative similar system);
- uploaded to a special FTP portal. Contact Peter van Blyenburgh (pvb@uvs-info.com) to obtain the required access code & password to your personal FTP portal.
- File Name: The file should be named as follows: family name & first name_name of organization_country_Presentation.
Examples: 1) Johnson-David_UAS-Strategies_Nepal_Presentation
2) Rodriguez-Capt-Manuel_Air-Force_Cambodia_Presentation

White Paper

- A White Paper is NOT a copy of the PPT slides used to give the presentation, but an article relating the message conveyed in the PPT presentation. White papers can include photos, diagrams & other types of graphics. As the objective of the conference is to make the proceedings available and understandable to the widest possible audience, white papers are meant to permit persons not having attended the conference to fully grasp the message conveyed by the speaker. White papers are not obligatory, but are highly recommended & very much appreciated by the readers.
- Submission: White papers can be sent by email, or (on CD/memory stick) by international courier service to UVS International at the address indicated.
- Language: English. Format: MS-Word or PDF. Length: Up to 30 pages
- Page Features: Title (line 1) + name of author (line 2) and his/her affiliation & country (line 3) should be indicated on the first page over the entire width of the page, above the 2 text columns. All pages should be numbered & dated & feature the name or logo of speaker's organization.
- Page Lay-out: Page setting: portrait; page margins: 15 mm (left, right, top, bottom); 2 columns/page; 4 mm between the columns; letter type: Arial; letter size: 10 points.
- Large Files: Large files (>5 MO) should NOT be emailed. However, they can be:
- sent by means of the free large-file transmission service available on www.yousendit.com (or an alternative similar system);
- uploaded to a special FTP portal. Contact Peter van Blyenburgh (pvb@uvs-info.com) to obtain the required access code & password to your personal FTP portal.
- File Name: The file should be named as follows: family name & first name_name of organization_country_WP.
Examples: 1) Johnson-David_UAS-Strategies_Sri-Lanka_WP
2) Rodriguez-Capt-Manuel_Air-Force_Singapore_WP

General Remarks & Recommendations Concerning Your Submission

- If video clips are embedded in the PPT presentation, both should be submitted, together with the relevant Codec, in a single folder. Please verify on another computer than your own, that the link from the PowerPoint to the video is established and that the video can be accessed from the PowerPoint and actually works.
- All documents (PPT presentations & white papers in MS-Word format) received by us will be converted into Adobe Acrobat, and will be published only in that format. Videos clips will not be made available.
- In order to avoid any possible last minute problems, speakers are strongly advised to also bring along their PowerPoint and/or PDF presentation on a CD or a memory stick.
- Speakers & authors are requested to:
 - assure that the submitted documents do not include any non-Roman characters (e.g. Arabic, Chinese, Cyrillic, Greek, Japanese, Korean) or any non-standard proprietary characters, in the hidden background;
 - submit the documents to an English (UK English) spelling check prior to submission.