

ANNEX B - INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF TWO PAGE SYNOPSES AND ABSTRACTS

Anyone wishing to present a paper at FEC 2010 is requested to submit a **two page synopsis** (to be used by the Programme Committee for paper selection) and a **short abstract** (to be used for the Book of Abstracts) to the IAEA not later than **2 April 2010**.

(a) Web Browser Based File Transmission

The two page synopses and the abstracts **must** be submitted in **electronic format** (no paper copies should be submitted). For the submission of the synopses and abstracts the IAEA will provide a web browser based, password protected file submission system called LISA (Lightweight Interactive Storage Application). The two page synopses and abstracts **must** be submitted through LISA. **Submission by e-mail, on CD-ROM or floppy, or as paper copies will not be accepted.**

LISA will be operational from **1 March to 2 April 2010** for abstract and synopsis submission. LISA can be accessed using a web browser through the following Internet address:

<http://www.iaea.org/cgi-bin/lisa-FEC2010/start>

Authors will be guided through LISA with step-by-step instructions. Access to LISA is password protected. First time login requires a **common password** which will be communicated to scientists potentially interested in submitting a paper; to the members of the International Fusion Research Council, and to the members of the Programme Committee. Interested persons who do not receive this information should contact the IAEA Scientific Secretariat, e-mail: physics@iaea.org providing the following information: (i) in the subject line: FEC 2010 LISA access; (ii) in the body text: full name, affiliation, full address and e-mail address (no file attachment, not other information).

In the course of the first login every author has to define his/her **individual password**. This password is needed for any subsequent login to submit author information, abstracts, two page synopses and, from 23 August through to 24 September 2010, the full manuscripts of accepted papers.

In addition to the individual password you will be asked to provide your e-mail address, which will act as the **“user name”** of your LISA “account”. **Do not forget the e-mail address** (your “user name”) **you chose for your first login and your chosen individual password!** Within one LISA account (“user name”) you may submit information for different papers. Please do not create new accounts to submit papers for the same main author. **Make sure that you provide the email address of the first author for receiving further electronic notifications. If you are submitting several papers from different authors please create an account for each author and use the relevant authors email address as the "user login". You may indicate your email address on the second email field when LISA asks.**

If you experience difficulties when uploading the synopsis (see the next section, (b) Electronic Format) and need to retry or if you want to change the information you have already submitted, you may visit LISA again up to **2 April 2010**. However, you should note that no more than 25 uploads of the same abstract or synopsis can be made.

(b) Electronic Format of Two Page Synopses and Abstracts

Two Page Synopsis: Portable Document Format (PDF) or, in exceptional cases when an author is not able to produce a usable PDF file, **PostScript (PS)** format, will be the required format for submission of the two page synopses (see layout specifications below). No other

formats will be accepted. Instructions on how to produce PDF or PS files will be posted on the FEC 2010 web site. LISA will check your uploaded PDF or PS file(s), as past experience has shown that PDF and PS files may contain errors and may not show up correctly on different computers. LISA will inform authors of any errors and their reasons; and it may be necessary to prepare and resubmit a new PDF or PS file (please consider the maximum limit of 25 uploads per contribution).

Abstract: All information required for the short abstract and the abstract text must be typed into **special text boxes** provided by LISA. Please note: (i) these text boxes provide only limited space that cannot be exceeded (2400 characters including spaces); text exceeding the space limit will be truncated; (ii) mathematical characters and expressions, Greek or other symbols, and superscripts or subscripts may not be used in the abstract text boxes; use, for example, “beta” instead of “ β ”, “n(e)” instead of “ n_e ”, etc. The input provided in the text boxes will be used for producing the Book of Abstracts.

(c) Specifications for the Layout of the Two Page Synopsis and Sample for Abstract Submission

Two Page Synopsis:

- Page size: A4 (297 mm by 210 mm) – vertical orientation
- Full margins (left/right/top/bottom): 25 mm
- Layout: single-spaced, one additional line between paragraphs
- Alignment: left
- Font: Times New Roman only
- Title: 14-point size, bold, first letter in capitals, first letter of each subsequent word in capitals except for articles and propositions
- Authors: 12-point size
- Affiliation and e-mail address: 12-point size
- Text: 12-point size
- Length: maximum 2 pages