Appendix 3: Sample Letters and Forms for Conference

International Programme Committee/Referees

International Programme Committee Invitation

Dear Colleague,

EGxxxx takes place in on ... Eurographics would be honoured if you would accept our invitation to be one of the International Programme Committee for the event. The duties are not too arduous. We would expect you to take part in the refereeing process for the Conference and would be pleased if you could provide us with additional names of people who could take part in the refereeing process. The paper selection for the Conference will take place in on March/April xxxx. We would be pleased if you could attend that meeting although it is not essential. Unfortunately it is not possible for Eurographics to pay your costs to attend the meeting. Looking forward to your acceptance of this invitation and, in anticipation, I enclose a form for you to use concerning the areas in which we would like to act as referee.

Yours sincerely
International Programme Committee Acceptance Form

Name:

- I agree to be a member of the International Programme Committee: YES/NO
- I will be able to attend the Programme Committee Meeting on: YES/MAYBE/NO
- I am willing, if requested, to act as a Session Chairman at EG20xx: YES/NO
- Additional referees that you may wish to use are:

Signature:

Invitation to Referee

Dear...

The EGxxxx event will be on . Eurographics will be honoured if you would accept our invitation to be one of the Referees for the event. The duties are not too arduous and can be limited by the constraints you place on your involvement on the enclosed form. Thanking you in anticipation of your acceptance to perform this task for Eurographics.

Yours sincerely

International Programme Committee Chairman

Refereeing Acceptance Form

I agree to act as a referee for EG20xx: YES/NO I am prepared to receive a maximum of papers. My seven major interest areas in Computer Graphics are (please indicate priority order).

1. USER-COMPUTER INTERFACE, HUMAN FACTORS
   ♦ Interaction techniques
   ♦ User-Computer Interface Management Systems
   ♦ Interface Design Methodology
   ♦ User Interface Quality Evaluation

2. MODELLING
   ♦ Language, Data Structures for Modelling
   ♦ Modelling Systems
   ♦ Splines, Approximation Theory
   ♦ Computational Geometry

3. VIEWING ALGORITHMS
   ♦ Bit-map manipulation
   ♦ 2D Algorithms (painting, matting,...)
   ♦ Shading
Appendix 3: Sample Letters and Forms for Conference

- Texturing
- Rendering of curved surfaces
- Anti-aliasing
- Ray-tracing techniques
- Radiosity
- Procedural and fractal systems

4. HARDWARE
- Display, input devices
- Hard-copy devices, videodiscs, video technology
- VLSI use in Computer Graphics
- Real-time simulation oriented systems
- Intelligent workstations

5. GRAPHICS STANDARDS
- Specification
- Implementation and validation
- Benefit and cost evaluation

6. MULTIMEDIA SYSTEMS
- CDI and VDI
- Compaction techniques
- HDTV and broadcast TV standards
- Hypertext and hypermedia
- Education and training
- Graphics and video integration
- Interface issues

7. OTHER (Please indicate)
- ..........................................
- ..........................................
- ..........................................

Example Referee's Report Form

Paper number:

Author(s):

Title of paper:

Reviewer (please print):

Classification of the paper (check one in each column): author's proposal / reviewer's opinion

- Research paper (presents innovative research results)
- Practice-and-experience paper

(variants, applications, case studies, ...)

Refereeing Acceptance Form
Appendix 3: Sample Letters and Forms for Conference

- State-of-the-art report (reviews of recent advances)

General Assessment: Poor / Below Average / Average / Good / Very Good

- Originality, novelty
- Clarity, presentation
- Technical soundness
- Importance, utility
- Suitability of Subject for EG20xx

Overall judgement (assign a number 0..9): where the rating numbers mean:

0=reject, 1=very poor, 2=poor, 3=below standard, 4=dubious, 5=marginal, 6=acceptable, 7=good, 8=very good, 9=accept

Major revisions required to be accepted? (yes/no):

If yes: describe on attached sheet)

Confidential comments for the Programme Committee only.

You must write enough comments to make the work of the IPC, particularly if the paper falls close to the ACCEPT/REJECT borderline. If you use a sub-referee, you must verify the quality of the result: (continue on reverse side if necessary)

(Your comments for the authors on the attached sheet will be passed on anonymously.)

Date, signature: ...................................

Thank You Letter to Referee

Dear...

Thank you very much for taking part in the Refereeing process for EGxxxx. In total, papers were accepted out of submitted. Your comments were very much appreciated and helped us to make a good technical assessment of the papers received.

Yours sincerely

Example Referee's Report Form
Chairman, International Programme Committee

**Thank You Letter to International Programme Committee Member**

Dear...

International Programme Committee Member, thank you very much for taking part in the International Programme Committee and Refereeing process for EGxxxx. In total, papers were accepted out of submitted. Your efforts have been much appreciated and have helped us to make a good technical assessment of the papers received.

Yours sincerely

Chairman, International Programme Committee

**Confirmation of Receipt of Submitted Paper**

Check with MCP team that this will be automatically generated.

Dear Author

This is to acknowledge the receipt of your paper submitted to EGxxxx. Your paper will be reviewed by the International Programme Committee and by the referees appointed by it. You will receive notification about acceptance or rejection of your paper by 1st May xxxx. We have assigned to your paper the number . Please always quote this number in any further correspondence with the International Programme Committee. Any such correspondence should be addressed to the International Programme Chairman. Yours sincerely

Chairman, International Programme Committee

**Acceptance Letter to Authors**

Check with MCP team that this will be automatically generated.

Dear Author(s)

On behalf of the International Programme Committee for EG20xx, I am very pleased to inform you of the acceptance of your paper whose title appears below. Please find enclosed a form indicating modifications to your paper suggested by the referees and/or Editor of the Proceedings, together with copy(ies) of your paper with other suggested amendments. You will also find enclosed an acknowledgment form which I would ask you to complete, sign and return to me by return of mail (AIRMAIL please). You will be receiving very soon a kit from Blackwell Publishers containing all material needed for the production of your final paper which should not exceed 12 pages. The publishers deadline, DD/MM/YY is very firm in order to ensure that the proceedings are available in time for the conference. ANY PAPER THAT IS NOT DELIVERED BY THE DEADLINE

Appendix 3: Sample Letters and Forms for Conference

Thank You Letter to Referee 5
Sample Rejection Letter to Authors

Dear Author(s)

I regret to inform you that it was not possible to accept your paper, whose title appears below, for EG20xx. Only a small number of the many papers submitted to the International Programme Committee could be accepted, and on behalf of the Committee I should like to thank you for your paper. We all hope that nevertheless it will be possible to for you to attend EG20xx in . Yours sincerely

Chairman, International Programme Chairman

Reply Form from Author Confirming Attendance

Dear...

I acknowledge the receipt of your letter notifying me of the acceptance of my(our) paper submitted to EGxxxx and I confirm that I (or one of the co-authors) will attend EG20xx and present the paper.

Paper No:

Title:

I understand that any papers that have not reached you in the final camera-ready form by DD/MMM 20xx will not be included in the Proceedings of the Conference, and I accept this.

Yours sincerely
Sample Letter to Author Giving Timing of Paper

Dear Author(s),

Please find enclosed a draft copy of the final programme of EG20xx; the date and time of the presentation of your paper are indicated. I would like to ask you to confirm the following to me as soon as possible, preferably by telefax:

1. Your participation in the Conference, and in the case of multiple authors, the name of the author who will present the paper:

2. What kind of visual aids you will need for your presentation (connections for computer equipment, video projector, overhead projector, slide projector, film projector, etc). Please specify the slide and film sizes.

The time allowed for the presentation of submitted papers will be 30 minutes including discussion (5-10 minutes maximum). A meeting of all speakers with their Session Chairman will take place during the coffee break preceding the session. Detailed information on the location of such meetings will be available at the registration desk. I look forward to hearing from you and to meeting you in in September. Yours sincerely

Chairman, International Programme Committee

Sample Letter to Session Chairman

Dear Session Chairman

Please find enclosed a draft copy of the final programme of EG20xx; the date and time of your session are indicated. I would like to ask you to confirm to me as soon as possible, preferably by email or fax, your participation in the Conference. The time allowed for the presentation of submitted papers will be 30 minutes including discussion (5-10 minutes maximum). A meeting of all speakers with their Session Chairman will take place during the coffee break preceding the session. Detailed information on the location of such meetings will be available at the registration desk. I look forward to hearing from you and to meeting you in in September.

Yours sincerely

Chairman, International Programme Committee