



How to Submit Your Final Presentation & White Paper



Submission Deadline: 29 June 2018

Presentation - Speakers	All presentations will imperatively be run from the conference computer.
Language	English.
Format	PowerPoint (PPT) or PDF - Please note that we operate in a PC environment .
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 amplifies your organisation'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 presentations are to be submitted by email to Peter van Blyenburgh (pvb@rps-info.com), or (on CD/memory stick) sent by international courier service to UVS International, for the attention of Peter van Blyenburgh, at the address indicated in the top right hand corner of this document.
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: <ul style="list-style-type: none">- Sent by means of the free large-file transmission service (e.g. WeTransfer); or- Uploaded to your personal portal on our server. Contact Peter van Blyenburgh (pvb@rps-info.com) or Marie Lorraine Girard (mlg@rps-info.com) to obtain the access code & password to your portal; or- Placed on a portal on your server for downloading by us (please supply us with the address & password).
File Name	The file should be named as follows: Name of Organization_Country_Family name - First name_Presentation. Examples: 1) Remote-Info-Systems-Ltd_Netherlands_van-Ambigo-Jan_Presentation 2) CAA_Malta_Rodriguez-Capt-Manuel_Presentation

White Paper - Authors

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 in the top right hand corner of this document.				
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 width of the entire page, above the 2 text columns. All pages should be numbered & dated & feature the name or logo of speaker's organisation.				
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: <ul style="list-style-type: none">- Sent by means of a large-file transmission service (e.g. WeTransfer); or- Uploaded to your personal portal on our server. Contact Peter van Blyenburgh (pvb@rps-info.com) or Marie Lorraine Girard (mlt@rps-info.com) to obtain the access code & password to your portal; or- Placed on a portal on your server for downloading by us (please supply us with the address & password).				
File Name	The file should be named as follows: Name of Organization_Country_Family Name & First name_WP Examples: 1) UAS-Strategies_Sweden_Johanson-David_WP 2) Min-of-Interior_Lichtenstein_von-Rooden-Michael_WP				

General Remarks & Recommendations Concerning Your Submission

- If video clips are embedded in the PPT presentation, they should be submitted, together with the relevant Codec, in a **single** folder. Please verify on an other computer than your own, that the link from the PowerPoint to the video is established and that the video can be accessed/activated from the PowerPoint and actually works.
- All documents (PPT presentations & white papers in MS-Word format) received will be converted into Adobe Acrobat, and will be published only in that format. Videos clips will not be published or otherwise 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 and possible video clips and the relevant Codec(s) on 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.