Conference Proceedings Checklist

**MANDATORY INFORMATION (**NB: all fields need to be completed**)**

Title of the book (please note: cannot be “Proceedings of...conference ….”)

Subtitle: “Proceedings of the International Conference on xxx, xxx and xxx, city, country, date”

Editor(s**) name** (s) and **full affiliations** (as they will appear in the publication) + **university e-mail address**

**Full postal address:**

**Affiliation:**

**University E-mail address (e.g. name@university.edu):**

Descriptive text (50 -200 words)

Type of proceedings:

Please italicize your preference:
a. printed book containing full papers
b. printed book containing full papers supplemented with a full-paper CD-ROM (or memory key card)
c. printed book containing (extended) abstracts + a full paper CD-ROM/USB-device
d. online-only proceedings: tokens for [www.crcnetbase.com/](http://www.crcnetbase.com/))
e. Open Access publication

Number of pages (in general: # papers x # pages/paper + 20 preliminary pages = total # pages):

Number of books/tokens you would like to purchase as bulk order (minimum order is 100 and/or minimum value of the order is Euro 5000):

Manuscript delivery date:

Type of production process:

Please italicize your preference:
a. proceedings published before conference (production time = 3 months + 3 weeks for language editing)
b. proceedings published after the conference

Website address conference

www.

Contract partner:

**Name:**

**Full postal address (for contract and invoice):**

**Affiliation:**

**University E-mail address (e.g. name@university.edu):**

Chairman of the Scientific Review Committee (will be contacted directly by the publisher):

**Name:**

**Affiliation:**

**University E-mail address (e.g. name@university.edu):**

List 3-5 subject areas (e.g. civil engineering, computer science, agriculture, etc.)

Keywords (list 3-5 other keywords than appearing in the title)

Editor’s Biographical Information (50-100 words)