

PREPARING AND DELIVERING YOUR ICML 2002 PROCEEDINGS PAPER

Deadline for Delivering Your Paper and All Materials is Friday, April 19, 2002

This is an **absolute deadline** for receipt of your paper via FTP and the accompanying forms via FAX. Late papers can not be included in the proceedings. Please deliver only the final version of your paper; the schedule is tight and we cannot guarantee that replacement papers will appear in the book. If you have questions regarding formatting or delivery of your paper, contact Jennifer Ballentine at Professional Book Center: 303-756-5222; email: jennifer@probook.net. We are in the Mountain Time Zone—two hours earlier than New York, one hour later than California. Due to the number of papers, **we cannot individually confirm receipt of your materials**, please do not contact us to inquire if your paper has been received. We will email you if materials are not received, have problems, or are incomplete.

Permission to Publish Form

Please print and sign the Permission to Publish form provided with these materials and FAX it to Professional Book Center (305-946-8106) by April 19. For multi-author papers, a single signature by the lead author is sufficient. Papers not accompanied by this form cannot be published in the proceedings. Note that you retain all copyright in the work and no permission from Morgan Kaufmann Publishers is needed for subsequent publication in another book or journal.

Length Requirements

The length of your final paper cannot exceed eight (8) pages. Papers that exceed the length requirements, or papers that do not reasonably conform to the formatting instructions, cannot be published.

Step-by-Step Instructions

1. Prepare and review your paper exactly as if you intended to physically send it to us. Use the macros and styles that are available from the conference Web page (<http://www.cse.unsw.edu.au/~icml2002/format.html>).
2. Once your paper is finalized, use your formatting software to make a single Adobe Acrobat PDF or PostScript file for the entire paper. Name your file using the tracking code assigned by the conference organizers to your accepted paper, followed by a period (.) and the extension for your file type (pdf for Acrobat, ps for PostScript). **Embed all fonts** you use in the file, especially any math or special symbol fonts. If you will use TEX or LaTeX, you may wish to refer to a tutorial available on the Web at <http://ltswww.epfl.ch/~dsanta/resources/type1>. If you make a PostScript file and then use Acrobat Distiller to make a PDF file, be sure to select the *press* option of Distiller. Please print a hardcopy of the file you will deliver and carefully check it. Although Professional Book Center will screen papers for obvious problems, we cannot be responsible for errors in your formatting or file preparation. Do not compress, zip, or encode your file in any way. If your file is larger than 3 Megabytes, contact us before delivering it.

New Instruction! You Must Request FTP Instructions and Password No Later Than April 16, 2002

3. Due to increasing problems with anonymous FTP, all conference access will be password-protected. Between April 5 and April 16, 2002, you must email lee@probook.net to obtain the FTP address and password you will use to deliver your file. Use "ICML FTP REQUEST" as the subject of your message and include your name, institution, paper title, and paper tracking code. We will reply within about 24 hours.
4. **Deliver your paper via FTP between April 5 and April 19.** If you do not have FTP client software, the program 'ws-ftp' should be available at www.tucows.com. Because transient conditions, such as network downtime, can delay transmission, we **highly** recommend you deliver your file 48 to 72 hours in advance of the deadline. If you have a problem, this will allow us time to consult with you by email on how to proceed. **Please do not email your file to us.**

Delivery Notification

5. After you've uploaded your file, send email to lee@probook.net with "ICML PAPER DELIVERY" on the subject line. Include the name of the file that you uploaded to us, the track code, the names of the paper's authors, the exact paper title, the number of pages in the paper, and how your name and those of your coauthors should be listed in the author index (give the names in last name, first name form). Some names are straightforward (Smith, Jim); others are not (van Dyke, Jim: alphabetized under "V" or "D"? Epstein Barr, Sheila—or Barr, Sheila Epstein?). No particular order or format for this information is necessary.
6. FAX (to 305-946-8106) your completed *Permission to Publish* form by the April 19 deadline.

Checklist

Request FTP instructions ☐ Deliver PDF or PS file ☐ FAX Permission to Publish form ☐

MORGAN KAUFMANN PUBLISHERS
340 PINE ST, 6TH FLOOR, SAN FRANCISCO, CA 94014
FAX TO: 305-946-8106

PERMISSION TO PUBLISH

PAPER TRACKING NUMBER: _____

TITLE OF PAPER: _____

AUTHORS: _____

The undersigned (herein Author), desiring that the above paper appear in a publication of Morgan Kaufmann Publishers, (The Publisher), hereby grants non-exclusive permission to the Publisher to prepare and print the paper in a volume tentatively entitled *Machine Learning: Proceedings of the Nineteenth International Conference*, and to republish the material in other publications in print, electronic, and any other form for sale throughout the world in all languages.

The author retains copyright, right to transfer the copyright to other parties in the future, right to use any and all portions of the work in future publications by the Author, all proprietary rights (patent rights, etc.), and all other rights.

The Author warrants that he/she is the author and/or proprietor of this contribution, and has full power to make this agreement, that it does not infringe upon any copyright, trademark or patent, and that he/she has not granted or assigned any rights in the work to any other person or entity that would interfere with this grant of permission.

If the Author has previously granted or assigned copyright in this work to another person or entity, the Author must receive explicit permission from the copyright holder for publication of the paper in the above volume, by Morgan Kaufmann Publishers, and said permission is attached to this document.

First author, or Authorized signature

Title (if not author)

Employer for whom work was performed (if work was for hire)

Date

**FAX or send with your final contributed paper to Professional Book Center
to arrive no later than Friday, April 19, 2002**