

# AI, Simulation and Planning Conference

Co-Sponsored by:  
The [Society for Computer Simulation](#) International  
ACM [Special Interest Group on Simulation and Modeling](#)

**March 6-8 2000**

Sheraton Hotel Park, Tucson, Arizona, USA

<a href="#">PAPER SUBMISSION PROCEDURE</a> [PDF file]	<a href="#">LIST OF AUDIO/VISUAL EQUIPMENT</a> [PDF file]
<a href="#">TYPING AND LAYOUT SHEETS</a>	<a href="#">AUDIO/VISUAL NEEDS</a> [PDF file] [Online Submission]
<a href="#">SPEAKER'S INSTRUCTIONS</a>	<a href="#">Author Biography</a> [PDF file] [Online Submission]

---

## PDF Formatted Version [[PDF](#)]

Please direct inquiries and correspondence regarding AI, Simulation and Planning Proceedings to Engineering Professional Development, The University of Arizona.. For registration and conference information see the registration form in this kit or contact the Engineering Professional Development at:

### **Engineering Professional Development, The University of Arizona**

1224 N. Vine Avenue, Tucson, Arizona 85719-4552

Phone: 520-621-3054 Fax: 520-621-1443

Email: [epd@engr.arizona.edu](mailto:epd@engr.arizona.edu)

Paper Code: \_\_\_\_\_

Primary Author: \_\_\_\_\_

Paper Title: \_\_\_\_\_

**FINAL MANUSCRIPT DUE DATE: January 18, 2000**

(Due Date Will Be Observed Strictly)

Dear Author:

**ACCEPTANCE IS CONDITIONAL UPON RECEIVING YOUR FINAL COPY OF YOUR PAPER IN FINAL FORM BY THE DATE ABOVE AND/OR A PAID AUTHOR REGISTRATION FOR AT LEAST ONE OF THE AUTHORS OF EACH PAPER.** If your work must be cleared or approved before publication by your institution, company, or governmental agency, please be sure that process will be completed by the due date above or we will not be able to include it in the conference *Proceedings*. If the paper is not approved by the designated due date, you can discuss the possibility of presenting it as a late paper with the program co-chairs. PLEASE NOTE: papers cannot be published if payment (or a purchase order) is not received by January 18, 2000.

The enclosed author kit is provided to aid you in preparing your paper for publication in the Proceedings which will be distributed at the conference. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.

**PAGE LIMITS** - The page limit for *regular* and *invited* contributions are six (6) and 12 pages, respectively.

**MULTIPLE PAPERS** - If you are presenting multiple papers please see enclosed author registration form for further information.

We have enclosed some guidelines you will find helpful as you prepare your oral presentation for the conference.

Please note the list of audio-visual equipment which will be available for your use at the conference. If you require any other equipment, you must advise us well in advance and you are responsible for the cost. However, we will try to accommodate your needs without extra cost to you, but special orders may be charged directly to you.

## ITEMS WHICH MUST ACCOMPANY FINAL PAPER SUBMISSION

[next, top](#)

### MANUSCRIPT

Your manuscript of six/tweleve (6/12) pages or less in required format. See [PAPER SUBMISSION PROCEDURE](#) for details. NOTE: Contributions will be made available in printed form (proceedings with registered ISBN) and CD-ROM.

The Proceedings will be printed directly from the manuscripts submitted by authors. It is important to note that the appearance of your paper in the Proceedings will depend largely upon the care you take in preparing the original manuscript and graphic material. EPD is not responsible for replacing or correcting papers or pages. Please be sure your camera-ready paper is free of typographical errors and omissions before sending it to EPD.

### REGISTRATION FORM AND PAYMENT

Payment of the fees is a requirement of having your paper published in the proceedings and CD-ROM. The Advance Registration fee is associated with publication of the paper and is NOT REFUNDABLE, but is transferable to the designee who will present your paper at the conference. Authors of published manuscripts will pay the full registration fee.

## TRANSFER OF COPYRIGHT FORM

We require as a condition for acceptance of papers that all authors execute the copyright transfer to Engineering Professional Development (EPD), The University of Arizona. Please note that by signing the form you are simply giving your permission to EPD to publish the paper.

## SPECIAL A/V REQUESTS

Please take a moment to include this information with your paper. An overhead (one will be in every room) or a 35mm projector (please request) is available at no charge. All other special requests require payment up front for their rental fees. For those who prefer to use a laptop computer for their presentation, a SVGA projection system will be available for a rental fee of \$100 per session. Availability is limited, and reservations are on a first come, first serve basis. We cannot guarantee that special A/V requests beyond the above listed will be available at the time of the conference without prior notification and payment. At the conference, you will be required to pay for any equipment at the Registration Desk at time of request.

## BIOGRAPHICAL NOTE

A brief note about you for use as introductory material by your session leader at the conference.

---

## TYPING AND LAYOUT SHEETS [\[PDF file\]](#)

[prev](#), [next](#), [top](#)

**PLEASE FOLLOW THE SAMPLE PDF AND POSTSCRIPT FILES FOR GUIDELINES ON MARGINS, LAYOUT STYLE, ETC.**

([Adobe PDF](#)) ( [Postscript](#) )

1. Manuscripts must be typed two columns to a page.
2. For 100% size: Your text should be no smaller than 8 point type, and no larger than 10 point. Choose a standard font
3. The text need not be right justified (squared off on the right).
4. Text should be single-spaced, with double spacing between paragraphs, and with a 5-space paragraph indentation.
5. The title and author information should be centered.

## HEADINGS

### TITLE OF PAPER

Type the title in capital letters, centered on the page horizontally, 1" from the top edge of the first page. Space down three lines, then type the name of the author (first name first), author's business or school affiliation, complete address, and e-mail using upper and lower case letters. Make it a complete mailing address, for example,

## A GENERAL MODEL OF INFORMATION TRANSFER

**Mary M. Doe and John J. Smith**  
**Department of Computer Science**  
**University of Anytown**  
**Anytown, California 92000**  
**e-mail: doe@anytown.edu**

### KEYWORDS

Begin each paper with a list of no more than five keywords. It should start in the left column, approximately 3 lines below the author address. Use the list of "Partial List of Frequently Used Keywords," as your guide.

### ABSTRACT

After Keyword Listing, begin each paper with an abstract (100-200 words) that summarizes the topic and important results presented in the paper. Start with the abstract heading, typed in caps, beginning with the left-hand margin. Underline or bold the heading. Skip a line space, then begin the abstract.

#### MAJOR HEADINGS

Type in capitals, beginning flush with left-hand margin. Underline or bold. Skip a line space, then begin text.

#### Subheadings

Capitalize the first letter of each word, beginning flush with left-hand margin. Underline or bold. Skip a line space, then begin text.

Secondary Subheadings. Capitalize the first letter of each word. Indent 5 spaces from the left-hand margin. Underline or bold. Text follows on the same line.

### FOOTNOTES

Use footnotes sparingly. Begin two line spaces from previous text by typing a short horizontal line, using the underscore key 13 times. Skip 1/2 or one line space, type footnote symbol, then type footnote.\*

### REFERENCES

In text, references should be cited by the last name of the author and the year of publication, all in parentheses. The Reference List should be organized alphabetically by the name of the author, followed by the author's initials, year of publication, and other complete information about the published work. It should not be numbered. Only references that may be readily obtained should be cited in the list. Others may be referred to as "personal communication" in the text. In the reference list, multiple entries with the same author are arranged chronologically. Italicize the name of the publication in which the article is found, or the title itself if a separate publication (under-line if italicizing is not possible). For laboratory, company, or government reports, all information on how to obtain the report should be included. For Ph.D. and M.S. theses, the institutions granting the degree should be given. References to proceedings should include the full name of the proceedings, how to obtain it, year of publication, and page numbers of article cited. A reference to part of a book should include the range of pages in which the material is cited. Names of periodicals should be written out in full, and the range of pages cited. For style and consistency, The Chicago Manual of Style will govern.

### EXAMPLES

#### IN TEXT:

(Smith 1978)

Jones and Miller 1983)

(Arthur et al. 1985) if more than three authors

(Andrews 1982a) a trailing lowercase letter should distinguish multiple papers by the same author(s) published during a single year.

(Dijkstra 1972; Hoare et al. 1980; Smith and Kim 1984b)

#### IN REFERENCE LIST:

##### *JOURNAL:*

Balci, O. and R.G. Sargent. 1981. "A Methodology for Cost-Risk Analysis in the Statistical Validation of Simulation Models." *Communications of the ACM* 24, no. 4 (Apr.): 19~197.

##### *BOOK:*

Felker, D.B.; F. Pickering; V.R. Charrow; V.M. Holland; and W.L. Harper. 1980. *Data Processing Documentation: Standards, Procedures and Applications*. Prentice-Hall, Englewood Cliffs, N.J.

\* Footnote symbols follow the conventional order of asterisk (\*), then double asterisk (\*\*), dagger (?), then double dagger (?).

##### *BOOK CHAPTER:*

Balci, O. and R.G. Sargent. 1983. "Validation of Multivariate Response Trace-Driven Simulation Models." In *Performance '83*, A.K. Agrawalla and S.K. Tripathi, eds. North Holland, Amsterdam, 309-323.

#### CONFERENCE PROCEEDINGS:

Gass, S.I. 1978. "Computer Model Documentation." In *Proceedings of the 1978 Winter Simulation Conference* (Miami Beach, FL, Dec.4-6). IEEE, Piscataway, N.J., 281-287.

#### SPECIAL PUBLICATION:

National Bureau of Standards. 1976. *Guidelines for Documentation of Computer Programs and Automated Data Systems*. Federal Information Processing Standards Publication 38. Government Printing Office, Washington, D.C. (Feb.).

#### TECHNICAL REPORT:

Balci, O. 1985. "Guidelines for Successful Simulation Studies." Technical Report TR-85-2. Department of Computer Science, Virginia Tech, Blacksburg, Va. (Nov.).

#### RESEARCH REPORT:

Iglehart, D.L. and G.S. Shedler. 1983. "Simulation Output Analysis for Local Area Computer Networks." Research Report RJ 4020 (45068). Research Division, IBM, San Jose, CA (Sept.)

### PAGE NUMBERING

DO NOT INCLUDE PAGE NUMBERS. Page numbers will be inserted by the publisher. See [PAPER SUBMISSION PROCEDURE](#) for further information.

### TABLES & ILLUSTRATIONS

All artwork, figures, captions, graphs, and tables will be reproduced exactly as you submit them.

In the interest of clarity and uniformity, graphs and tables should be kept within a single column, if possible. If not, extension across two columns is permissible.

### BIOGRAPHY

If space permits, it is worthwhile to include a brief biography (no more than 300 words) of the author(s) at the end of the manuscript. This allows the viewing and reading audience to become familiar with the background of the author, thus giving the paper greater impact and validity.

**IF YOU HAVE ANY QUESTIONS REGARDING THE PREPARATION OF MANUSCRIPTS, IT IS BEST TO HAVE THEM ANSWERED NOW - CONTACT THE EPD OFFICE FOR ANY CLARIFICATION.**

---

## **SPEAKER'S INSTRUCTIONS**

[prev](#), [next](#), [top](#)

### **INTRODUCTION**

Good visual aids can greatly enhance the effect your presentation has on the audience. Experience at past conferences has shown that many of the oral presentations have not been adequately prepared. Often an attempt was made to present too much material and too much detail. Visual aids, the primary means to hold the attention of the audience, were often poorly conceived and inadequately prepared. It is our hope that these guidelines will help you prepare a better visual presentation.

AI, Simulation and Planning plans call for the nominal session to run 90 minutes without a break and to include four papers. This allows 5 minutes for introductions and then 20 minutes per paper, of which 5 minutes should be reserved for audience questions and comments.

**REMEMBER**, your entire paper is published in the Proceedings. Your objective in the oral presentation should be to describe the highlights of your paper, progress since the paper was written, and future plans. Do **NOT** try to present the paper in its entirety, or to read it!

### **PREPARATION OF PRESENTATION**

#### **BASIC ORGANIZATION**

The most significant constraint facing the speaker is the time limit for presentation. As described above, presentations are nominally allotted 20 minutes, followed by 5 minutes for questions and discussion. This allows time to speak about 2000 words -- far less than the size of a paper.

This time limit also restricts the number of concepts or major technical points that can be made by the speaker and absorbed by the audience. As a guideline, it is suggested that a presentation cover no more than 10 technical points.

Logically linked by the theme of the paper, each of these technical points can be expressed as a declarative statement, substantiated with supporting material. Though the selection of no more than 10 significant points may seem like a great hardship, it will enhance the audience appreciation of a paper by focusing on the most significant information.

#### **VISUAL AIDS**

The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. As a first approximation, the speaker should **PLAN FOR** overhead foils or "**VIEWING FRAMES**" **FOR EACH OF THE 10 TECHNICAL POINTS** to be presented. All rooms will be set up for overhead presentations. Any additional audio-visual requirements must be arranged through the EPD office prior to the conference.

Visual aids significantly simplify the presentation task. They simultaneously focus the audience attention

and provide cues for the speaker. The speaker should plan to speak about all of the material on a foil (or it shouldn't be there) before amplifying a single item.

In general, include no more than six supporting concepts on each foil presenting one technical point. If there are more, simply select the most pertinent. Remember once again, visual aids are not a complete reconstruction of the manuscript. The full story appears in the Proceedings and visual aids are only attention-focusing cues for the most interesting highlights.

#### TIMING

A speaker can expect to speak about **SIX SENTENCES PER OVERHEAD, WHICH NORMALLY RUNS ABOUT 120 WORDS OR 1 TO 1.5 SPOKEN MINUTES**. Since a speaker will have ten **OVERHEAD FOILS**, the basic presentation will run ten minutes. This allows 5-10 minutes to title, identify, and summarize the basic material, recognizing that audience receptiveness peaks at the beginning and conclusion of each talk.

#### SPEAKER ATTITUDE AND SPONTANEITY

The primary advantage for the speaker who organizes his presentation in this manner is that he can approach the audience with the assurance that **HE CAN EASILY AND EFFECTIVELY PRESENT THE SALIENT POINTS IN HIS PAPER**.

Since the speaker is cued by his overhead foils, and since he certainly can speak to any of the technical points he has selected for at least one minute, the speaker no longer needs a written speech or even prepared notes. Thus, a measure of spontaneity can enter the technical presentations.

#### DEVIATIONS FROM GUIDELINES

The Session Chairperson makes the final decisions regarding timing of presentations, subject to the constraint that all papers in the session must be completed within the time allotted. Any deviations from these guidelines should be approved by the Chair.

#### SPEAKER'S BREAKFAST

On the morning of your presentation, a Speaker's Breakfast will be held for you to meet with your Session Chair and Co-Presentors. This meeting is mandatory.

---

[LIST OF AUDIO/VISUAL EQUIPMENT](#) [\[PDF file\]](#)

[prev](#), [next](#), [top](#)

#### OVERHEADS/35MM PROJECTORS

Each meeting room will be equipped with an overhead unit for 8 1/2x11 transparencies. 35mm slide projectors will be made available **ONLY BY ADVANCED REQUEST** with the EPD office.

#### VIDEO EQUIPMENT

Those who wish to make presentations via videotapes must **MAKE ARRANGEMENTS TO PAY FOR THE EQUIPMENT THEMSELVES**. Authors should remember that video equipment and computer projector rental rates are relatively high (**\$125-\$300 PER DAY**) and the 21" or 25" screens are undesirable for use with an audience of over 40 attendees.

#### LCD PROJECTOR

LCD projectors must be reserved with the SCS Office prior to the conference. Cost is \$50.00 per presentation.

**MICROPHONES/AMPLIFICATION EQUIPMENT**

This will be available for every meeting room where more than 40 attendees are expected.

**COMPUTERS**

Speakers bringing microcomputers for demonstration during their session should notify the EPD office at least four weeks in advance of the meeting so that a table and power will be available. A limited number of PC-compatible computers will be made available for conference sessions. Speakers are responsible for their computer systems and must **MAKE ARRANGEMENTS TO PAY FOR THE EQUIPMENT THEMSELVES**. EPD accepts no liability for them.

**[LIST OF AUDIO/VISUAL NEEDS](#) [\[PDF file\]](#)**

[prev](#), [next](#), [top](#)

Paper Code: \_\_\_\_\_

PLEASE RETURN THIS COMPLETED FORM TO:

Engineering Professional Development  
The University of Arizona  
1224 N. Vine Avenue  
Tucson AZ 85719-4552

List Audio/Visual needs:

\_\_\_\_\_  
\_\_\_\_\_

To help EPD market the AI, Simulation and Planning Conference more effectively, please answer the following questions:

Target audience of or your paper:

\_\_\_\_\_  
\_\_\_\_\_

List of Hardware/Software used in your paper:

\_\_\_\_\_  
\_\_\_\_\_

Vendors you feel will enhance the conference Exhibits Area. Please list company, phone number and contacts.

\_\_\_\_\_  
\_\_\_\_\_

Group: \_\_\_\_\_ Session: \_\_\_\_\_ Day: \_\_\_\_\_

PLEASE RETURN THIS COMPLETED FORM TO:

Engineering Professional Development

The University of Arizona  
1224 N. Vine Avenue  
Tucson AZ 85719-4552

---

**AUTHORS BIOGRAPHY** [\[PDF file\]](#)

[prev](#), [next](#), [top](#)

Instructions: You may use this form or if you already have a biography you may use it. This is simply to provide your session leader with enough information to introduce you. Authors are encouraged to include a brief biography at the end of their paper if space permits.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Present Employer: \_\_\_\_\_

Duties or Job: \_\_\_\_\_

Highlights about your present work: \_\_\_\_\_

Past Employment: \_\_\_\_\_

\_\_\_\_\_

Education: \_\_\_\_\_

\_\_\_\_\_

Civic and professional activities, awards etc.: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

Group: \_\_\_\_\_ Session: \_\_\_\_\_ Day: \_\_\_\_\_

PLEASE RETURN THIS COMPLETED FORM TO:

Engineering Professional Development

The University of Arizona  
1224 N. Vine Avenue

---

**TRANSFER OF COPYRIGHT**    [\[PDF file\]](#)

[prev](#), [top](#)

Present title of work: \_\_\_\_\_

Author (s): \_\_\_\_\_

Conference: \_\_\_\_\_

**IMPORTANT NOTE:** The primary author must sign this form.

I hereby transfer exclusively to Engineering Professional Development (EPD), The University of Arizona, all rights granted to me by the copyright laws of the United States of America and other countries, subject to the reservations below.

1. The transfer of copyright shall become effective only upon EPD's acceptance for publication of the work.
2. The authors reserve all proprietary rights (such as patent rights) in this work other than the copyright transferred to EPD by this document.
3. **After this work has been published by EPD, the author retains the right to republish it in whole or in part in any book of which he is an author or editor and to make personal use of this work in lectures, courses, or otherwise.**
4. If this work is in the public domain, such as government work, I simply authorize its publication.
5. If this work is subject to security clearance I certify that as of the date below it has been cleared.

I warrant that the above work has not been previously published elsewhere, or, if it has, that I have obtained permission for its publication by EPD and that I will promptly supply EPD with wording for crediting the original publication and copyright owner.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of primary author

\_\_\_\_\_  
Print name

---