

IFMA'S WORLD WORKPLACE 2009 CONFERENCE PROCEEDINGS PAPER GUIDELINES

- ✓ If you have multiple speakers for your presentation please designate one speaker to be responsible for submitting the conference proceedings paper by the designated deadline. This will eliminate multiple papers being submitted for the same presentation.
- ✓ Once you have submitted your proceedings paper you will not have the ability to submit another copy or make any revisions. Please ensure the information and content of your paper is correct and final before submitting.
- ✓ **The maximum size of the document should not exceed 2 MG.**

These are guidelines for writing your paper for IFMA's World Workplace 2009 Conference Proceedings. All speakers' papers will be included in the conference proceedings, which will be distributed to the World Workplace 2009 conference attendees, as part of their registration package.

The Conference Proceedings is a written collection of all presentations delivered at the conference. It is a supplemental tool, in addition to your presentation, which serves to further educate attendees. You will recall from your presentation acceptance letter that copies of overheads or PowerPoint slides are considered inappropriate for inclusion in the conference proceedings and **will not** be accepted.

In order to produce a quality conference proceedings publication, when formatting your paper, please adhere to the publisher's guidelines listed below:

Publisher's Guidelines

Paper Formatting

- **Paper Length** – Please limit your paper length to a maximum of 12 pages (there is no minimum number of pages). If you are a presenter/facilitator of a panel, round table or group discussion, please limit your paper to 4 pages - generally, in presentations of this type, much of the information is gained through interactivity with the audience
- **Paper size** – The appropriate paper size is 8 ½ by 11 inches (21.8 X 28cm), portrait
- **Margins** – Sufficient margin space should be provided on all four sides. Please allow 1 inch (2.5cm) for right, left and top margins, 1½ inches (3.8cm) for the bottom margin.
- **Font** – Please use Helvetica, Arial or an equivalent sans serif 10 point font. The text should be single-spaced with double spacing between paragraphs. If other fonts are used it can cause font complexities and formatting obstacles.
- **Headers/Footers** – Please do not place any headers or footers in the body of your paper.
- **Page numbering** – It is not necessary to number your pages as they will be numbered once they are placed in the proceedings publication.

Formatting Additions and Notes

- **Excel Spreadsheets, Graphs, and Pictures** - If you include an Excel spreadsheet please ensure the spreadsheet is appended to the end of a document. As for graphs and pictures please make sure that they are all **embedded** in the documents.
- **Creating Hyperlinks**
Word - When creating hyperlinks to the internet in your Word document, please make sure you use the hyperlink tool to create the links, as opposed to just coloring them blue and underlining (for example www.ifma.org). This allows the links to be maintained in the document during conversion to the PDF format.

WordPerfect - Create hyperlinks normally, as they are not transferred during conversion and need to be done manually once the document has been converted to the PDF format.

- **Cover Page**— It is not necessary to create a cover page for your presentation. Simply include the presentation title and author(s) name(s) at the top of the first page of the paper. Please do not place this information in a header or footer.
- **Units of Measurement** – If using American units of measurement please place the metric conversion in parentheses, for example: 1 inch (2.5 cm); if using metric units, place the American conversion in parentheses.
- **Software** – Please submit your conference proceeding in Microsoft Word 2003 or earlier.
- **Formats that Cannot be Accepted** - Corel presentations **cannot** be accepted as they are not compatible with the PDF format that the CD-ROM's are created in. Since all material is converted to PDF format for displaying in the Adobe Acrobat reader, we will not accept material that requires an external viewer or programs that require setting up on the end-users system.

How to Send Us Your Paper

Please send your paper to Monica Cooper at monica.cooper@ifma.org.

Your paper is due Monday, June 1, 2009.