

## Frequently Asked Questions

**Q: What do I need to include in the registration?**

A: Besides the obvious, such as name and address, you need to include a form of payment (credit card or scholarship code) and, if you are the presenter, the number of your abstract. *The abstract number can be found in the subject line of the acceptance email that you have received from Edgar Hertwich.* Please enter this abstract number as first item on the last line of the online registration form labeled "Notes / Billing Address". Authors presenting a poster should also use their abstract number when registering.

**Q: Should non-presenting authors mention their abstract numbers when registering?**

A: No. Only the presenting author should register using the abstract number.

**Q: I have been accepted for a platform presentation. What does this mean?**

A: A platform presentation is an oral presentation that, together with questions and answers, lasts 20 min. The oral presentation is in a session with other presentations on the same topic. About half of the presentations will be oral; the other half will be poster presentations.

**Q: What kind of projection equipment is available?**

A: For oral platform presentations, we will provide a computer and LCD projector. We can also provide projectors for overhead transparencies. No later than June 13, 2003, please email your final presentation (Adobe Acrobat, Microsoft PowerPoint, or Microsoft Word preferred format) to Sheri Fillip ([sfillip@umich.edu](mailto:sfillip@umich.edu)) and cc: to Helaine Hunscher ([hunscher@umich.edu](mailto:hunscher@umich.edu)). Use 'ISIE xx-yy' in the subject line of your email request, where xx-yy is your abstract number. Very large files may need to be submitted by FTP. Sheri can give you instructions for this procedure. As a backup, you may wish to bring your presentation as a PowerPoint file on CD, diskette or flash disk. You may also use your own laptop, but it is strongly discouraged, since technical difficulties could use up your entire 20-minute timeslot. If you have any other special equipment or technical requests, please let us know by June 13, via email to [sfillip@umich.edu](mailto:sfillip@umich.edu).

**Q: I have been accepted for a platform presentation, but would prefer to present a poster. What do I do?**

A: Please send an email to [hertwich@iiasa.ac.at](mailto:hertwich@iiasa.ac.at) stating your preference, and this will be no problem. Include your abstract number in the subject line.

**Q: I have been accepted for poster presentation, but would prefer a platform presentation.**

A: Your abstract has been evaluated together with other abstracts submitted on your topic. The reviewers probably have recommended it for poster presentation based on the state of the work, the quality, or the novelty. We would have liked to have more space for platform presentations, because there was a high number of quality abstracts. Unfortunately, space does not allow us to offer as many platform slots as we would like to. If oral presenters do not register by 1 April, poster abstracts will be chosen to fill the vacant platform slots.

**Q: My abstract has been accepted as a poster presentation. What are the specifications for preparing the poster?**

A: The dimensions of your poster may not exceed 48 inches (121 cm) tall by 36 inches (91 cm) wide. Please mail your printed poster, for delivery by June 25, to: Michael Sadowski, Center for Sustainable Systems, University of Michigan, 430 E. University, 3012 Dana Building, Ann Arbor, MI 48109-1115 USA. We will provide tack-boards and pins. If you wish to include your poster on the post-conference website, please submit it in Adobe Acrobat (PDF) format to [is4ie@yale.edu](mailto:is4ie@yale.edu) no later than July 18.

**Q: What is the deadline for registration?**

A: Early registration ends April 1. After April 1, the registration fee increases \$50. Also, after April 1, platform presenters who have not yet registered, will lose their option to give an oral presentation, but may instead make a poster presentation. On-line registration will be disabled 5:00pm, EST, Thursday, June 26, 2003.

**Q: Will you have proceedings?**

A: We will not publish conference proceedings. However, there will be a post-conference website ([www.yale.edu/is4ie/conference.htm](http://www.yale.edu/is4ie/conference.htm)). To make your presentation available on this site, please submit your PowerPoint slides, abstract, paper or poster to [is4ie@yale.edu](mailto:is4ie@yale.edu) no later than July 18. You may also offer your email so those interested in the full paper can contact you directly.

**Q: Our group has several abstracts accepted, but only one presenter will come. Can she present all presentations?**

A: It is ok to have several posters per person, but because of the scarcity of presentation slots, we ask you to give only one oral presentation. If you have several platform presentations accepted, please register only for one in the registration process.

**Q: My abstract has been accepted. Why do I still need to pay a registration fee?**

A: The registration fee covers conference costs, including food, special events, program and abstract book. There is no external financing of these aspects. Hence, everybody needs to pay conference fees.

**Q: I was granted a scholarship. How do I register?**

A: Scholarships may cover registration fees, travel and staying expenses. They cannot be used toward guest fees. You were given a scholarship code that must be used to register. When registering, select the 'Scholarship Code' button and enter your assigned scholarship code in the adjacent field. If you are also using a credit card to pay for items not covered by the scholarship (such as workshop fees or guest fees) enter the credit card number in the 'Notes/Billing Address' field and state the purpose and amounts to be charged to the card. Also complete the fields for 'expiration date', 'cardholder name'.

**Q: I have never been to an ISIE conference. What kind of audience should I expect?**

A: The audience will consist of scientists from various disciplines, industry representatives, and experts from government and NGOs. Expect about 30-60 persons in your room. Target your presentation to a highly knowledgeable, interdisciplinary audience.