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**2-IMMERSE**

Directorate General for Communications Networks, Content and Technology

Innovation Action

**Dx.y title**

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Actual submission date: <date>

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Lead contractor for this deliverable: < fill in organisation name>

Version … , date

Confidentiality status: <e.g. “Public”, “Confidential to 2-IMMERSE project and Commission Services”, “Restricted to bodies determined by the 2-IMMERSE project”>

**Abstract**

Please include an abstract of not more than 10 lines here (include statements of the purpose of the document)

**Target audience**

Please list here the targeted audience of this document (e.g. general public, highly experts in ..., etc.), and the pre-requisites expected from the readers.

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**Impressum**

Full project title: Video Communication for Networked Communities

Title of the workpackage: <WP-title>

Document title: <Dx.y document title>

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Executive Summary

<Please include an executive summary (maximum 2 pages).

**Hints for writing an executive Summary:**

Summaries are useful for people who have neither the time nor the inclination to read a lengthy document but who want to scan the primary points quickly and then decide whether they need to read the entire version. Because they are often geared to busy managers, we call them executive summaries.

A summary should be short enough to be economical and long enough to be clear and comprehensive. Don't sacrifice meaning for brevity. A short, confusing summary will take more of a busy executive's time than a somewhat longer but clear one.

**Capture the essential meaning of the original document**

A good summary will always tell the reader what the original says-its significant points, primary findings, important names, numbers, and measurements, and major conclusions and recommendations. The essential message is the minimum that the reader needs to understand the shortened version of the whole. The essential meaning does not include background information, lengthy examples, visuals, or long definitions.

**Write at the lowest level of specialisation**

If the executive summary is part of a report, more people may read the summary than the entire report. Write at the lowest level of technicality, translating specialized terms and complex data in to plain English because your summary will not include the supporting information for technical statements. If you know your audience, keep these people in mind. When in doubt, oversimplify.

Example: Too technical: For 24 hours, the patient's serum glucose measured a consistent 240 mg%. Better: For 24 hours, the patient's blood sugar level remained critically high.

**Structure the summary to fit your audience's requirements**

Some summaries follow the organisation of the report, dealing briefly with the information in each chapter (or section) in order. Others highlight the findings, conclusions, and recommendations by summarising them first, before going on to discuss procedures or methodologies. If you are writing a summary at the request of your manager, you may want to begin with the part that seemed to be of most interest to him or her.

**Avoid introducing new data into the summary**

Represent the original faithfully. An executive summary is not a book report. Avoid personal comments such as "This report was very interesting," or "The author seems to think that…" You don't need to try to put the work into a particular perspective.

**Write your summary so that it can stand alone**

Your summary should be a self-contained message. Your reader should read the original only if he or she wants to get a fleshed-out view of the subject-not to make sense out of what you have said in your summary.

* Read the entire original before writing a word. Get the complete picture.
* Reread and underline significant points (usually in the topic sentence of each paragraph).
* Rewrite in your own words, listing all significant points.
* Edit your draft, cutting needless words and phrases.>

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Abbreviations <optional, but highly recommended>

<Please use an invisible table (as below) and sort your abbreviations alphabetically>

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Definitions <optional>

<A list of definition of terms used in the main body is strongly recommended, especially if you use newly introduced terms or your definition deviates from a commonly used definition.

Notice that all these sections such as Definitions, Abbreviations etc. are not outline numbered, but yet appear in the Table of Contents.>

# Level 1 heading

Please use maximum five levels of headings, as shown here. Please use

* “Heading 1, 2, 3, 4, 5” for headings
* “Normal” for the text
* “List Bullet” fort bulleted lists
* “Caption” for figure and table captions
* etc.

If you include figures or tables please follow the instructions below.

Figures must explicitly be referred to in the text. Figures without reference should be removed. See example (Figure 1). Please use the style "Caption" for caption styles.



Figure 1: New communication tower

Tables must also explicitly be referred to in the text. Tables without reference should be removed. See example (Table 1). Please use the style "Caption" for caption styles.

|  |  |
| --- | --- |
| Year | Number of devices |
| 2007 | 2 |
| 2008 | 5 |

Table 1: Average number of ICT devices per user

## Level 2 heading

### Level 3 heading

#### Level 4 heading

##### Level 5 heading

Only 3 heading levels should appear in the table of contents.

References

1. <http://www.eurescom.de/>
2. Annex level 1

Annexes are optional but if included they form an integral part of a project report.

You may also use Appendices. Appendices do not form an integral part of a project report. This subtle difference is important for standards documents.

* 1. Annex level 2
     1. Annex level 3
        1. Annex level 4
           1. Annex level 5