

GENERAL GUIDELINES AND CONDITIONS FOR SPEAKERS AT THE VKI LECTURE SERIES

2016-2017

VKI LECTURE SERIES NOTES

Lecturers are requested to prepare an original text to be used as notes for the Lecture Series.

In any event, notes can neither consist of copies of journal articles nor their equivalent nor hardcopies of the presentation slides!

The von Karman Institute reserves the right to include the Lecture Series notes in a VKI publication without payment of an additional fee. (Lecturers are thus asked to take this into account and write their notes so that discussion of publication rights will not delay the publication of the proceedings).

Notes must be at VKI two weeks in advance of the Lecture Series in order to allow sufficient time for printing.

REQUESTED FORMAT OF THE LECTURE SERIES NOTES

A typical note for one lecture of 1h15 comprises **about 15-20 pages of text plus figures**. The notes have to be typewritten and the figures should be of high quality (NO hand-drawn figures). The use of black and white figures is highly recommended.

However, in case a speaker wishes to include coloured figures in his contribution, he has to inform the Lecture Series director more than 2 weeks in advance. Coloured figures are only admitted if they are essential for the understanding of the results and submitted to the approval of the Lecture Series Director.

The following format is requested in order to achieve a homogeneous proceeding style :

Text height :	235	mm
Top margin :	30	mm
Text width :	160	mm
Left margin :	25	mm for Din A4 users, others please center the text.
Distance between 2 lines :	5,5	mm (bottom to bottom)
Font Chapter Header :	capital	roman 14 pt bold
Font Section Header :		roman 14 pt bold
Font SubSection Header :		roman 12 pt bold
Font SubSubSection Header :		roman 12 pt bold
Font Header :		roman 12 pt bold
Font Plain Text :		roman 12 pt
Font Mathematics :		italics 12 pt

Page number on bottom center;

all the rest free

An example of a page is available on request.

Lecturers can transmit their notes by unloading them to the VKI ftp server. **Please inform the VKI library (biblio@vki.ac.be) if you have put anything in the VKI Web server** and do not hesitate to contact Mrs. Christelle Debeer (biblio@vki.ac.be) if you have any trouble in reaching it.

Website: <https://exchange.vki.ac.be>

Username: lectuser2017

Password : YGqrccvT5

Acceptable file formats are : Postscript, pdf, Microsoft word. In case you did not follow the format defined on previous page we will also need the *.doc or *.tex file to reformat the text ourselves. The latex template is available at you request to the library: biblio@vki.ac.be. Please provide us a paper copy of your notes in order to check if the printing is similar to the original.

AUDIOVISUAL EQUIPMENT

1. *Multimedia projector (Data-Video)*

Projection facility for video and computer signals

S-VGA/VGA data (PC/MAC)

PAL, SECAM, NTSC VHS video

Resolution 1024 x 768 pixels

A portable PC or Mac can be plugged in (CD and DVD).

2. *Overhead projector*

For transparent sheets 8" x 10" (200mm x 250mm)

3. *Video Cassette Player (VHS)*

Playback facilities for PAL, SECAM and NTSC colour signals.

4. *Slide projector*

Miniature 35 mm (the most widely used, and the size recommended)
2" x 2"

Please contact Mrs. Crochard (crochard@vki.ac.be) or the Lecture Series Director if you have any questions about technical support.

HONORARIA

For the presentation of one lecture of 1h15 : 75 Euro

For the preparation of the notes of a 1h15 lecture : 275 Euro

The total payment is proportional to the number of lectures.

EXPENSES

The per diem allowance is 150 Euro. Note that VKI provides a lunch every day and a speakers banquet during one evening.

Round trip travel cost based on Economy Fare will be refunded. Speakers are requested **to consider special fares** when possible and avoid late reservations; additional per diem may be considered **only if early arrival or late departure reduce the total cost.**

Example of a page

FONT CHAPTER HEADER: CAPITAL ROMAN 14 PT BOLD

A. Author*, Author* and Author (Times New Roman, 12 pt, centred – Presenting author's name should be underlined)**

*Affiliation, Country

** Affiliation, Country

1. Font section header: roman 14 pt bold

1.1.Font subsection header: roman 12 pt bold

Font plain text: roman 12 pt justified

Font mathematics: italics 12pt

Caption : roman 12 pt

15 July 2016