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Author: Eugeniu Costetchi

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Abstract

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Author

Eugeniu Costetchi

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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.

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.
- Re-read and underline significant points (usually in the topic sentence of each paragraph).
- Re-write in your own words, listing all significant points.
- Edit your draft, cutting needless words and phrases.

List of Authors

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1 Concept and project objectives

1.1 section: Level 2 heading

1.1.1 subsection: Level 3 heading

1.1.1.1 subsubsection: Level 4 heading

1.1.1.1.1 paragraph: Level 5 heading

1.1.1.1.1.1 subparagraph: Level 6 heading

section*: Level 2 heading

subsection*: Level 3 heading

subsubsection*: Level 4 heading

paragraph*: Level 5 heading

subparagraph*: Level 6 heading

1.2 Introduction

Intro.

1.2.1 The UNICORE Concept

Subsection.

1.2.1.1 Sub-sub-section

Sub-sub-section + itemize example:

- The ability to scale up processing by merely adding more inexpensive servers
- The ability to scale down processing by concentrating load on a few boxes at quiet times to save power consumption [2].
- The ability to roll out new flow processing functionality at short notice to handle unexpected problems, or take advantage of unexpected opportunities, with only software reconfiguration required [1].
- The ability to support a wide range of functionality thanks to relying on general-purpose hardware and operating systems
- The ability to dynamically shift processing between flow processing servers
- The ability to concurrently run different kinds of processing on different sets of flows while providing high performance and fairness guarantees [3].

2 Chapter 2

2.1 Section: Level 2 heading

Figure ?? shows the H2020 Logo as an example of inserting an image.

2.1.1 Subsection: Level 3 heading

2.1.1.1 Subsubsection: Level 4 heading

2.1.1.1.1 Paragraph: Level 5 heading

2.1.1.1.1.1 Subparagraph: Level 6 heading

3 Chapter 3

3.1 Section: Level 2 heading

The table 3.1 is an example of referenced L^AT_EX elements.

Col1	Col2	Col2	Col3
1	6	87837	787
2	7	78	5415
3	545	778	7507
4	545	18744	7560
5	88	788	6344

Table 3.1: Table to test captions and labels

3.1.1 Subsection: Level 3 heading

3.1.1.1 Subsubsection: Level 4 heading

3.1.1.1.1 Paragraph: Level 5 heading

3.1.1.1.1.1 Subparagraph: Level 6 heading

References

- [1] A. Einstein. Zur Elektrodynamik bewegter Körper. (German) [On the electrodynamics of moving bodies]. *Annalen der Physik*, 322(10):891–921, 1905.
- [2] M. Goossens, F. Mittelbach, and A. Samarin. *The \LaTeX Companion*. Addison-Wesley, Reading, Massachusetts, 1993.
- [3] D. Knuth. Knuth: Computers and typesetting, 1984.