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Submission Deadline

Final papers must be delivered to Professional Book Center in Colorado, *not* to AAAI, the conference organizers, or the publisher. The deadline for receipt of your formatted paper via FTP, and the appropriate accompanying forms via FAX (see below) is **Friday, April 6, 2001.** ***This is an absolute deadline;*** the FTP space will be closed after the deadline, and late papers can *not* be included in the proceedings. If you discover major errors in your paper following electronic submission, contact us via e-mail (lee@probook.net) for permission and instructions on how to submit a replacement paper. Although we will try to include replacement papers, we cannot guarantee their inclusion in the book.

We ***highly*** recommend that you transmit your file at least 48 to 72 hours in advance of the deadline. Transient conditions, such as network downtime or inability to maintain a good connection, may delay transmission. So if at all possible, please beat the deadline by a couple of days to allow yourself a margin of error in case there is a problem.

Length Requirements

The length of your final paper cannot exceed the limits set by the organizers of the conference. If you have any questions about how long your paper should be, please contact Chris Armstrong at armstron@aaai.org. If your paper is a regular (non-poster) paper and it exceeds the specified length, you may include up to two (2) additional pages for a fee of $200.00 (U.S. dollars) for each page. Poster papers are not eligible for this offer. Regular papers that exceed the length requirements without payment of the appropriate fees, or papers that do not reasonably conform to the format instructions cannot be published in the proceedings.

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We will prepare a simple subject index for the volume. In the body of the e-mail message you send to notify us of your submission (see next page, "Preparing Your Paper for Electronic Delivery"), please provide up to six key terms under which your paper should be referenced in the index. Also, in this message, let us know—if there is likely to be any question—how your name and those of your coauthors should be listed in the author index. Some names are straightforward (Smith, Jim); others are not (van Dyke, Jim: alphabetized under "V" or "D"? Epstein Barr, Sheila—or Barr, Sheila Epstein?).

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Contacting Professional Book Center

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2. Once your paper is finalized, use your formatting software to make a single PostScript OR Adobe Acrobat PDF file for the entire paper. If you have the ability to deliver your paper as a PDF file, we strongly encourage you to do so for reasons of file size and accuracy. If you use Acrobat Distiller to make a PDF file from your PostScript file, be sure to select the *press* option of Distiller. Whether you will submit PostScript or PDF files, ***you must embed all fonts you use in your file*** (especially any math fonts, special symbol fonts, or fonts you have created or customized yourself). Do not compress, zip, or encode your file in any way. Make sure your file size is less than 3 megabytes (this will be much easier with a PDF file). When preparing graphics, you may wish to downgrade scans or greyscale images to result in a final file size under 3 megabytes. **IMPORTANT:** If, after PostScripting, your file is larger than 3 megabytes *and* you are unable to submit a PDF file, you must contact ProBook by e-mail (lee@probook.net) for instructions before you FTP your file.

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6. If possible, please FTP your contribution early—we can begin accepting papers on March 15. Early submission will also help avoid overburdening our server with large amounts of incoming data arriving all at once on the deadline.

7. You must FAX (to 305-946-8106) your completed Permission to Publish form and (if applicable) the Extra Page Fee Invoice form. All accompanying forms must be received by Professional Book Center by the paper deadline. Also be sure to register one author with AAAI by the deadline.

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