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The deadline for receipt of your formatted paper via FTP, and the appropriate accompanying forms via FAX (see below) is **Thursday, May 11, 2000**, by midnight (2400 hours) Mountain Daylight Time. **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, please contact us via e-mail (probook@sni.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

Each submission should be no more than **8 pages in length**. If you find you must have more space, you may purchase up to **2 (two)** additional pages for a fee of \$100 *each* to cover the additional production cost (also applies to poster papers). Checks must be drawn on a U.S. bank, denominated in U.S. dollars, and made **payable to Professional Book Center**. You may also pay by Visa/Mastercard. In either case, you must complete the enclosed Extra Page Fee Invoice and return it with your paper. We cannot accept purchase orders for payment of this fee. Any papers over 10 pages in length, and any papers over 8 pages in length and not accompanied by the Extra Page Fee Invoice will not be published.

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

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