School of Computing Postgraduate Conference 2010

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ABSTRACT
This paper presents guidelines and useful information for submitting the poster and paper artifacts for the Computing Postgraduate Conference.

1. INTRODUCTION

There will be a Postgraduate Conference in the School of Computing at the end of the Spring term. This is a chance for all postgraduate students to submit brief reports and posters regarding their research direction, and get experience of the paper writing & review process.

Submission takes the form of two items; a two-page paper and an A1 colour poster (similar to the ones already hanging around the lab). Details of each are provided in sections 3 and 4 below. Both are required.

Submissions are very welcome from all students who are currently enrolled for a research program in the department, but you should bear your workload in mind. Collaborative submissions, with multiple authors, are also very welcome.

Important note: Submission of a paper and a poster is required of all Stage 2 research students who have passed their mini thesis.

If you have any questions or uncertainties about any part of the process or this document, please don't hesitate to let us know by e-mailing `cs-pgr-conference@kent.ac.uk`.

2. DATES
The dates for this year's conference are as follows:

- Paper submission: **March 21 2010 by 23:59**.
- Review deadline: **March 28, 2010 by 23:59**.
- Poster & Camera-ready copy: **April 2, 2010 by 23:59**.
- Event: **April 8, 2010, 14:00-16:00, SW101**.

3. PAPER
You should compose your paper using **two sides** of A4 for your body content, as rendered in this style. Your bibliography may run onto a third page if necessary.

Papers may be prepared in Latex or Word, style files are provided for both. The style files provided are the standard ACM SIG style.

Your paper will consist of a number of sections (up to around 6 over two sides would seem reasonable). Bear in mind that headings take up a significant amount of vertical space, and given a two side limit for your text, you don't want to be wasting it on header spacing. References should be in a compact, numeric format [1]. The Latex template will take care of this for you, in combination with a BibTeX file.

3.1 Submission
You should e-mail a PDF file attachment of your paper with your name and e-mail removed (i.e. anonymised) by **23:59 on March 21, 2010** to:

`cs-pgr-conference@kent.ac.uk`.

To anonymise your paper, changing your name to Anonymous and e-mail to anon@kent.ac.uk is sufficient for our small conference. We do not expect you to anonymise the bibliographic entries (some conferences might!)

Papers will be distributed for review on receipt - we would prefer to receive submissions earlier so that we can have them reviewed as quickly as possible. You will receive your reviews once we have assembled 2-3 for your paper.

3.2 Reviewing
All research students who take part will receive 2-3 other papers to write reviews for. A sample review form will be provided, and you should ensure that your feedback is constructive and helps the author understand how they could improve their paper.

3.3 Camera-ready Copy
Once you are in receipt of your review feedback, you should make changes to address the reviewer's comments. The final version of your paper that will be printed is referred to as the 'camera-ready' copy.

The camera-ready copy deadline (**23:59 on April 2, 2010**) is set to allow the editors time to collect all of the individual papers together and produce the printed proceedings.

4. POSTER

Your poster should be prepared using the lab template provided. Posters are required by the camera-ready copy deadline as it takes a few days to print them to the correct format for display. You should examine the posters on the walls around the department for examples of past submissions and the general format.

5. GETTING HELP

Sally Fincher will over the next few weeks run several sessions providing advice and guidance on how to prepare a good paper and poster. If you have any specific questions about what is expected from you do not hesitate to email `cs-pgr-conference@kent.ac.uk`.

6. REFERENCES

[1] J. Simpson and L. Hellyer. School of Computing Postgraduate Conference 2010. Technical report, Computing Laboratory, University of Kent, 2010.