



**Instructions for the submission of Final Papers for the  
9<sup>th</sup> International Wind Workshop, 14 – 18 April 2008,  
Annapolis, Maryland, USA**

**Via the EUMETSAT Conference Interface  
<http://www.conferences.eumetsat.int>**

**Basics:**

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- Your browser must be **cookie-enabled** in order to successfully use the EUMETSAT conference interface. Cookies are short pieces of data stored by your browser which we use to identify your account.
- Please note that all **dates and times** given as deadlines or closing dates refer to Central European Time (CET) or Central European Summer Time (CEST) respectively

**Login data:**

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- Your **username** must have a minimum of 4 characters - you are free to choose your username, it does not have to be your actual name. Your **Password** must be between 6 and 16 characters in length. Username and password can contain the letters a–z, the numbers 0–9 and/or a . (full stop), \_(underscore) or -(hyphen) or any other character (such as !\$%& etc.). If the username you prefer is already in use, you must choose another. You will not need to change your password.
- If you **forget your username or password**, simply follow the link “Lost your username or password?” in the Login box, enter your e-mail address (**the one under which you registered the account**) into the respective box and send. You will then receive an e-mail containing your username and password.

**FINAL PAPER submission:**

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Final paper submission for the Joint 9<sup>th</sup> International Wind Workshop is currently ongoing.

- Please note that only the presenter, from his/her account, will be able to upload the final paper referring to his or her presentation.
- Papers for the 9<sup>th</sup> International Winds Workshop can only be submitted online and in Adobe PDF format, otherwise EUMETSAT reserves the right to refuse publication.
- In order to achieve a consistent appearance of all papers on the CD Rom, all papers should comply with the **“Guidelines for the preparation of final papers for the 9<sup>th</sup> International Winds Workshop 2008”** .
- **Please DO include the title of your paper and the author information in the final paper PDF file you upload. The information given on title and authors in the html form during the process of submitting your paper online is only used for the linkpage/table of contents. It will NOT automatically be inserted into your final paper file.**

- In order to submit or edit final papers via the EUMETSAT online conference interface, please go to the "My account" page.
- Follow the link "submit a final paper or edit your submission". Please note that this link will only appear during the final paper submission period, and, for conferences that had a preceding abstract submission phase carried out via the online tool, if you are the registered presenter for a presentation held at the conference.
- **For the 9<sup>th</sup> International Winds Workshop where abstracts were NOT submitted via the online interface:** Follow the link "submit new". Please enter the title and all author names and affiliations of your final paper into the respective fields and specify, by ticking the checkbox, whether you are also one of the authors of the paper. (Please note that only the presenter him/herself can submit a final paper, from their own user account – the name of the account holder will automatically be listed as the presenter name, and this presenter name cannot be changed.)
- To actually submit your final paper, use the "Final paper file upload" function to browse for your prepared final paper file and upload it from your computer or a medium such as CD or diskette.
- Select the file you want to upload and click ok in the dialog box. Important: when the dialog box has closed, press the button "save" at the bottom of the paper upload page in order to save your file in the database.
- Please note that the **maximum file size for upload is 8MB**. If your file exceeds this size the paper submission form will not close properly or will reload, and the information entered into the fields on the form may be lost.
- The filename will appear under the title "Final paper file upload". When you click on the filename, you can download your paper to either save or view it.
- In order to edit your paper later on, click on its filename underneath "Final paper file upload", download your paper, save it to your hard disc, edit it and then upload it again following the steps above. The newly uploaded file will replace the old one.
- Submitted abstracts and final papers can be edited/updated online during the whole paper submission period. They can, however, only be deleted by e-mail request via the contact form.

#### General:

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- If you have **difficulties that are not addressed on this page**, please refer to the "Contact" page and e-mail us your request or problem.