



Dear KDD-98 Poster Author:

Congratulations! The program committee has informed me that your poster has been selected for publication in the *Proceedings of the Fourth International Conference on Knowledge Discovery and Data Mining*. To ensure that your poster is included in the proceedings, please follow these instructions:

- Read this letter and the enclosed materials carefully
- Download and use one of the new AAAI Press templates or macros
- Format your poster according to the AAAI Press instructions
- Stay within the five-page limit
- Send us a PDF or PostScript version of your poster (in addition to the camera-ready version)
- Sign and enclose the copyright transfer form
- Send in your camera-copy, electronic abstract, and signed copyright form **on time**

Deadline

The deadline for receipt of your completed camera-ready copy, copyright form, and electronic abstract is Tuesday, 9 June 1998. If you would like your poster included in the *Proceedings*, we must receive it no later than this date. **Late posters will not be published**, and extensions will not be granted.

Page Limit

You will be allowed five pages in the *Proceedings* for your **entire** poster (including title, references, notes, illustrations, and so forth). Posters longer than five pages will be returned. Extra pages are not allowed.

Formatting

Your poster **must** be laser printed (or image set) single sided, on 8-1/2 x 11 inch paper. It **must** be formatted in two columns, and it **must** have the following **exact** margins (white space):

- Top margin: 3/4 inch
- Left margin: 3/4 inch
- Right margin: 3/4 inch
- Bottom margin: 1-1/4 inches

No part of your poster (including text or illustration) may intrude into any of these margins. Your poster should also not have margins any larger than those listed (although the bottom margin of the last page of your poster may be greater than 1-1/4 inches). In addition, your poster must include a footnote that reads: "Copyright (c) 1998, American Association for Artificial Intelligence (www.aaai.org). All rights reserved." Additional instructions for formatting your camera copy are contained in the "Instructions for Authors" document included in your packet. These instructions have been formatted according to the instructions they contain. When you have prepared your own camera copy, it should look similar to the "Instructions for Authors."

To help you with the formatting task, we've created some new templates for Macintosh and Windows that we strongly recommend you download and use. Directions for obtaining these templates are included in the "Instructions for Authors." Most of the problems we've encountered with improperly formatted camera copy have arisen because of altered macros or templates.

In your packet you should also find a model page with printed guidelines. Hold your completed camera copy output up to this page with a light source behind it. The text and illustrations on your camera copy must fit inside the guidelines printed on the model page. (It's OK if the text or illustration touches the lines, but if it extends beyond them you'll have to reformat your camera copy.) Au-

thors outside North America should print their camera copy directly on the paper we have provided in this packet. (Sorry, no A4 submissions can be accepted.) Once you've completed your camera copy, you must (in light pencil -- don't use ink, a laserprinter, or a typewriter for anything included on the back) **print** your name, e-mail, telephone number and page number on the **back** of your camera copy.

Abstracts

You must submit an electronic version of your abstract. Your abstract should be free of all formatting commands (including LaTeX). Note the instructions for creation of the abstract in the author instructions (a copy of which is enclosed). Please send your abstract to kdd98-abstracts@aaai.org.

PDF or PostScript Version of Your Poster

This year, AAI now requires submission of an electronic version of your poster in *addition* to the camera-ready copy that you send us. This file must be in either PDF (preferred) or PostScript format. The "Instructions for Authors" includes instructions on creating and compressing these files. The AAI Electronic Submissions page may also prove helpful to you. Additional instructions on installing PostScript drivers on Macintosh, Windows, NT, and UNIX systems have been posted on AAI's web site (<http://www.aaai.org/Publications/Author/postscript-driver.html>). If you create a PDF file, please consult our web page (<http://www.aaai.org/Publications/Author/distiller-settings.html>) for the proper settings to use with the distiller.

Your electronic file must be submitted by the June 9th deadline. You may send this file as an e-mail attachment, sent to kdd98-papers@aaai.org. If you prefer, you may also enclose it on a Macintosh or Windows-formatted diskette or Zip drive. (Zip drives will be returned if you enclose a self-addressed padded mailing envelope with sufficient postage).

Copyright

You must complete, sign, and return an **unaltered** copyright form with your camera copy. We **cannot** publish your poster without this legal document.

Submissions

You should send your completed poster, copyright form, audio visual request form, and check covering the cost of any additional pages in a stiff mailer or courier envelope (include cardboard or some other suitable stiffener to prevent the camera copy from getting bent). Be sure to mark your package "Do Not Bend or Fold" and send it to:

AAAI Press
Department KDD-98
445 Burgess Drive
Menlo Park, California 94025
Telephone for courier shipments: (650) 328-3123

If you need a return receipt, please consult the "Instructions for Authors."

All the materials you have been given are also available on our web site. Most of them can be obtained from links located at <http://www.aaai.org/Conferences/>. If you can't locate the item you're searching for, try the index (a link is available at the AAI home page--www.aaai.org).

Thank you for reading these materials carefully. If you have questions about this material after reading it, please send e-mail to press@aaai.org.

Cordially,



Mike Hamilton