On behalf of the IAA History Symposium Coordinators we would like to draw your urgent attention to some of the rules for presenting your paper at the International Astronautical Congress IAA History Symposium (IAC-XX-E.4) and the subsequent publishing of your paper in the symposium proceedings.

There are two different, but well interrelated activities to be followed for the authors of the papers accepted for the annual IAC IAA History Symposia:

- Preparation of the congress paper and its presentation, and
- Preparation of the manuscript for the IAA History Symposia Proceedings book.

I. PREPARATION OF THE CONGRESS PAPER AND PRESENTATION

In order to access the IAC paper system the associated instructions and password should be in your hands by now. If you have not received the instructions with password lately please contact the IAF secretariat (secretariat.iaf@iafastro.org) at once.

1. Preparation of the paper

The relevant instructions for preparing the paper (layout, length, style and electronic form) and necessary copyright procedures:

IAF INSTRUCTIONS TO THE AUTHORS
OF THE INTERNATIONAL ASTRONAUTICAL CONGRESS (IAC)

have been distributed in May with the official letter of acceptance of your paper. This paper version is the one, which will be distributed to the congress participants as part of the congress DVD.
Due to the later publishing of your paper in the IAA History Symposia Proceedings (see below) please respect the IAC instructions as for the max length of your paper: **15 pages**, when you prepare your paper!!

2. **Uploading of the paper into the IAC Paper Data Base**

See the instructions recently sent to you with the password. Inform your session chairs and rapporteurs after uploading (you may include a pdf-copy).

3. **Uploading of your presentation**

You will have to upload your presentation **only once you have uploaded the paper!** The IAC is strict on the rule

> **“No Paper – No Podium!”**

Thus the presentation uploading can only take place after the paper uploading. See the instructions sent to you recently with the password.

4. **Biographical Note of Author**

You are requested to submit to the Session Chairs and Volume Editor (see below) a short biographical note (see Annex 1) to be used as an introduction of your presentation.

II. PROVIDING INPUTS FOR THE PAPER PUBLICATION IN THE IAA HISTORY SYMPOSIA PROCEEDINGS SERIES

The IAA History Symposia are, since the first symposium in 1967, regularly published in book form as part of the AAS History Series/IAA History Symposia by Univelt Inc. in San Diego, USA (www.univelt.com).

For the publication in the proceedings of the IAA History Symposium the rules of IAC are in this case handled even more stringent. Unless the preprint is available on the congress DVD and not more than 15 pages in length it will not be allowed for presentation and thus not included in the annual IAA History Symposia Proceedings:

> **“No Paper – No Podium; To Long Paper – No Podium; No Podium – No Publication!”**

*Your paper will only be published if available as preprint (on the congress DVD), the preprint is max 15 pages and it is also presented at the History Symposium!*
1. **Manuscript for the IAA History Symposia Proceedings**

In order to secure the timely publication you must provide to the Volume Editor before the congress the FINAL version of your paper manuscript in word (.doc) and the illustrations in JPG form. If too large, break down the material and send them in several files (always referencing the paper number)! Do not use pdf! The Volume Editor is one of the members of the IAA History Symposium Coordinators (see also Call for Papers). For 2008 it is John Harlow and for 2009 Christophe Rothmund.

It is preferable that you provide the manuscript to the Volume Editor before the congress. You may provide the material on a CD at the congress, but before your session, and only if you have informed the Volume Editor of this in advance.

2. **Biographical Note of Author**

In the proceedings a short biographical note of each author will be included. This can basically be the same as used for the introduction of the author at the congress session. Thus you are kindly requested to submit to the Volume Editor the Note according to Annex 1.

Looking forward to your presentation and the History Symposium.

*The IAA History Symposium Coordinators*

*April 15, 2008*
Annex 1.

Biographical Note of Author

Name (Title, Family name, First name, Second name or Middle initial)

Born (Year and Nationality)

Principal Educational Degree (Degree and Subject)

Record of Professional Experience (List principal positions held and responsibilities; projects/research tasks conducted, max 15 lines)

List of Significant Book Publications (Title, publisher, and year)

Professional Recognition (Honours, awards, prizes, honorary degrees, member of scientific/technical academy etc., give name of institution and date)

Field of Activity in History of Astronautics