

The Society for Modeling and Simulation International

AUTHOR INSTRUCTIONS

2002 SUMMER COMPUTER SIMULATION CONFERENCE
2002 INTERNATIONAL SYMPOSIUM ON INFORMATION SYSTEMS AND ENGINEERING

July 14–18, 2002
US Grant Hotel • San Diego, California

Please review this material carefully—it contains information that has not previously been included in other SCS author kits

For additional information on the SCSC 2002 Conference and Proceedings, or ISE 2002 Conference and Proceedings contact the SCS office at the address below, or visit the Conferences section of the SCS Website at www.scs.org.

The Society for Modeling and Simulation International
4838 Ronson Court, Suite L , San Diego, CA 92111-1800
Tel: (858) 277-3888; Fax: (858) 277-3930; E-mail: scs@scs.org

DUE DATE: May 15, 2002

Dear Author:

We are pleased to tell you that your paper has been accepted for presentation at this conference and for publication in the Conference Proceedings.

This author's kit will help you prepare and submit your manuscript and give you important information you need. This kit includes:

- A Vital Information list
- Manuscript Preparation Instructions
- Sample Manuscript Pages
- Manuscript and File Submission Instructions
- Audio/Visual Equipment Request form
- Author's Biography form
- Transfer of Copyright form
- Conference Registration form
- Hotel Reservation form
- Final Submission Checklist

It is important that you follow the directions in this kit very carefully so that we can ensure that your article's publication and your Conference experience both work smoothly. Please read and follow all instructions carefully. If you have questions, please contact us at the address or numbers above.

Thank you for your contribution and cooperation. We hope you will find participation in the Conference professionally stimulating and rewarding. Presentation instructions can be found on the SCS website.

Vital Information

- **Conditional Acceptance**—Final acceptance of your paper is conditional upon an additional review of your paper in electronic form, and upon the SCS receiving from you:
 1. Your final paper in electronic *and* in paper form by the due dates noted previously,
 2. A registration form and payment (or valid purchase order) for at least one of the authors of each paper, and
 3. A signed Transfer of Copyright form.If you send your payment and manuscript to the SCS separately, please include a note with your registration form indicating this.
- **Transfer of Registration**—Although the registration fee is *not* refundable, you can transfer it to someone you designate to present your paper at the Conference if you are unable to attend.
- **Clearances**—If your work must be cleared or approved by your institution, company or government agency before publication, please be sure to secure the written approval and submit it to SCS prior to the due dates, or we will not be able to include your article in the Proceedings. If you have not received approval before the due date, you can discuss with your Chair the possibility of presenting it as a late paper. It will not, however, appear in the Proceedings.
- **Transfer of Copyright**—This form merely grants SCS permission to publish your paper. The Society controls the commercial use of material that we publish, while you or your company retain the right to reuse the work in whole or in part. This form does *not* conflict with material that is in the public domain, such as articles written by government employees or contractors.
- **Page Limits**—The registration fee covers the printing of six (6) manuscript pages. Additional pages are charged at US \$40 per page.
- **Multiple Papers**—If you are presenting multiple papers, please note that the first submission must be accompanied by the full registration fee. Subsequent submissions are charged either at the full registration fee or US \$40 per page, whichever is less.
- **Audio/Video Equipment**—Please submit this form with your paper if you need special equipment. SCS cannot guarantee to meet special A/V requests. Availability is limited and reservations are on a first-come, first-served basis. The equipment provided free of charge includes transparency overhead projectors, which are available in each room, and 35mm projectors, which are available only if specifically requested with your registration. All other equipment requires payment to cover rental fees, which are listed on the A/V Equipment Request form.
- **Transparencies and Handouts**—SCS will not be able to print your transparencies or make copies at the Conference. Although some office facilities may be available at the hotel, it is best if you prepare your handouts and transparencies ahead of time.
- **Author's Biography**—This will help your session leader introduce your presentation at the Conference. You can submit your own biographical note, or use the form in this kit.
- **Paper Codes**—All material you submit to SCS should include the paper ID code, which will be assigned *after* uploading your paper to the submission website, [Http://scs.proceedingscentral.com](http://scs.proceedingscentral.com). SCS is not responsible for correspondence or forms submitted without this code.

Note: If you do not receive e-mail notification (with paper code) after submitting your final draft paper to the submission website, your paper has not been completely entered into the system and may not be published. Please go back into your Author Center and complete the process to ensure publication.

Manuscript Preparation and Formatting

General Requirements

- In order to make your work available in both print and electronic formats, we require you to follow our formatting and file preparation guidelines.
- **There are two ways to format your paper and manuscript file.** One is to download the template available at the manuscript submission Website, <http://scs.proceedingscentral.com> and choose a conference from the pull down bar. You can copy and paste your file into the template. **OR**, save and upload your existing file using the “Sample Formatting” guidelines on page eight. Sample pages in the back of this kit illustrate the requested specifications.
- The quality of your article’s appearance in the Proceedings largely depends on the care you take in preparing it. Please check your final file and hard copy for typographical errors and omissions before you submit it. We cannot replace or correct pages after submission.

Layout

- Manuscripts should be two (2) columns per page, except for the main title, author information and large figures and tables.

Headers, Footers and Page Numbers

- **DO NOT** include any kind of page numbers, headers or footers. Final page numbers will be inserted by the publisher.

Title of Paper

- Font should be larger in size than body text.
- Type should be centered, bold and with the first letter of each word capitalized (i.e., initial caps).
- Start title of paper about one inch from top of paper.

Author Information

- Include all authors’ names with first names first. Include affiliations, and where appropriate, full street and e-mail addresses.
- Start this on the third line after the title.
- Font should be smaller than title.
- Type should be centered, bold, and single spaced, with the first letter of words capitalized.

Keywords

- A list of no more than five keywords that will identify your paper in indices and databases. Do not use the words “computer,” “simulation,” “model,” or “modelling,” since these are all assumed.
- Begin the two-column layout.
- Start the text about three lines below the author information.
- Use the same type as the body text.
- Use boldface for the word “Keywords,” then regular text for the keywords themselves.

Body Text

- Use text of about 10 points in size, but never smaller than 8 points.
- **Fonts** *must* be one or more of the following: Times New Roman, Arial, Symbol, or Courier. These fonts are installed on almost all computers, and are also included with the downloadable template.
- Text can be either flush left or justified.

Manuscript Preparation and Formatting

Headings

- If a heading appears by itself at the end of a page or a column, try to place it with at least two lines of the subsequent text.

Major Headings

- All caps, bold, flush left. Skip one space, then start the text.

Subheadings

- Initial caps, bold, flush left. Start the text on the next line.

Secondary Subheadings

- Initial caps, bold, indented about five spaces. Start text on next line.

Footnotes

- Use footnotes sparingly; endnotes can be substituted.
- Begin two lines below the end of the column. Include a line or underscore between the body text and the footnote.
- Use superscripted sequential numbers, or conventional footnote symbols in the order of asterisk (*), double asterisk (**), dagger (†) and double dagger (‡). In most word processors, the latter two are combination characters.

References

- You can list your references either in a numbered list in the order that the citations appear in the text, or in an alphabetical listing by author name.

Reference Citations in Text

- If using references by numbered list, cite the reference in the paper's body with square brackets around the numeral, e.g., [1], [2-5], etc.
- If listing references by author name, use the following methods to cite them in the body text:

[Smith 1999]	Single author
[Smith 1999a]	Multiple papers by same author, published in the same year, with the final letter determined by the order in which the citations appear in the text
[Smith and Jones 1999]	Two authors
[Smith et al., 1999]	Three or more authors

Reference List

- For a numbered list, start each reference with the number inside square brackets.
- For an alphabetical list, start with the primary author's last name.
- Follow general guidelines from the Chicago Manual of Style. Generally:
 - Use initial caps in titles
 - Use quotation marks around titles of articles, chapters, reports, theses and dissertations
 - Put titles of books in italic type. If italic is not available, use an underscore
 - Include page numbers, volume, number and date of periodicals, and publisher when available
 - Samples of several types of reference listings follow on the next page

Manuscript Preparation and Formatting

Journal

Balci, O. and R.G. Sargent. 1981. "A Methodology for Cost-Risk Analysis in the Statistical Validation of Simulation Models." *Communications of the ACM* 24, No. 4, April:19-197.

Book

Felker, D.B.; F. Pickering; V.R. Charrow; V.M. Holland; W.L. Harper. 1980. *Data Processing Documentation: Standards, Procedures and Applications*. Prentice-Hall, Englewood Cliffs, NJ.

Proceedings

Gass, S.I. 1978. "Computer Model Documentation." In *Proceedings of the 1978 Winter Simulation Conference* (Miami Beach, FL, Dec. 4-6). IEEE, Piscataway, NJ, 281-287.

Technical or Research Report

Balci, O. 1985. "Guidelines for Successful Simulation Studies." Technical Report TR-85-2. Dept. of Computer Science, Virginia Tech, Blacksburg, VA, Nov.

Special Publication

National Bureau of Standards. 1976. *Guidelines for Documentation of Computer Programs*. Federal Information Processing Standards Pub. # 38. Govt. Printing Office, Washington, DC, Feb.

PhD and MS Theses

Miller, J. 1998. "Discrete Event Simulation in Rail Transit Systems." PhD dissertation, University of Central Florida.

Tables and Figures

- Your paper will be printed in black and white, so test print any color figures in black and white to ensure that they are legible.
- Make sure that text and legends in figures are readable.
- If a figure or table will not fit in a single column, extend it across two columns on the same page, or as close as possible to their mention in the body text.
- If you include an EPS, please use one of the standard fonts listed previously. (Body Text) Also, please outline all fonts used in the EPS.

Table Headings and Figure Captions

- Number figures sequentially, and number tables separately, also sequentially.
- Start the caption with the number of the figure or table.
- When possible, figure captions should appear at the bottom of the figure itself, and table headings should appear at the top.
- A sample caption and heading:
Figure 6. Graph of the output of the first simulation run
Table 2. Comparison of the two methods used for each simulation run

Biography

- If space permits, include a brief biography of no more than 300 words for each author at the end of the article to give it greater impact and validity for the audience.

Manuscript Submission

In order to prepare manuscripts appropriately for printing, authors are encouraged (especially those using an A4 paper format) to use the provided template to format their manuscripts. They may also save their current file in accordance with "Sample Formatting" on page eight and upload it as a PostScript file. Both this template and page eight conform to the requirements of SCS in the areas of page size, margins, fonts, character size and layout. If you change the parameters of this template prior to submission, or if your manuscript does not conform, you may be asked to reconstruct the page layout of your paper and resubmit.

Step 1: Log In

- Go to SCS Proceedings Central site at <http://scs.proceedingscentral.com> and select a conference from the pull down bar. (Select Summer Computer Simulation Conference)
- Choose "Create an Account" and fill in the personal information.
- Log in using the ID and Password you created.

Step 2: Prepare Your Manuscript

- You can download the Word template available in the Author Center. If you have already created a file in Word or another program, just copy and paste it into the template. **OR** Save your current file according to the "Sample Formatting" set up on page eight. Note that if you include tables within your text, be sure to use the Insert Table function instead of using tabs and spaces. Do not use fonts other than those shown and documented in the template.
- Insert your figures into your manuscript file. If they will not fit in a single column, you can spread them across two columns. Refer to the Word Help files if you have problems inserting graphics in a two-column format. You can also put the figures at the end if necessary, but keep in mind the maximum page counts. Be sure to include figure numbers and captions. If your figure is an EPS, please use one of the standard fonts listed previously. (Body Text) Also, please outline all fonts used in the EPS.
- Save your file in lower case letters, using your last name, or the first six letters of your last name, as the file name. If you are submitting multiple papers, then use the first five of your last name plus a numeral (e.g., fairc1, fairc2, etc.).

Step 3: Convert to a PostScript (PS) File

How To Generate PostScript Files from MS Word Documents:

- On Windows 3.x/95/98/NT computers: If you are using a PostScript printer, then all you need to do is select the "Print to file" option when printing your manuscript from your word processor. Choose File, Print, then check the Print to file box. Choose OK, then select your file name. If your file is given a .prn tag, you need to locate your paper on the hard drive, highlight the .prn and manually change it to .ps. Your paper will not upload successfully to the Proceedings Central otherwise.
- If you do not have a PostScript printer, you will need to install a PostScript printer driver (Note: you do not need to have a PostScript printer in order to use the driver). Windows installation CD or diskettes contain many PS drivers, the APPLE LaserWriter or HP LaserJet 4/4M Plus PS drivers are good choices. You may also download the latest general purpose PS printer driver free from Adobe, Inc., at www.adobe.com/support/downloads/main.html, or from Hewlett Packard at www.hp.com.
- Follow the instructions to install the printer driver using the Control Panel's Add Printer tool. Then select that printer (driver) in your word processor's Printer Setup menu, and select the "Print to file" option when printing your manuscript.

Manuscript Submission

- On Macintosh computers: First select a PostScript printer using chooser. The Apple Laser Writer is a good choice, and should be available on your system. (Note: you do not need to have the printer.) Then when you print the document, change the “Destination” from “Printer” to “PostScript file” in the Print dialog box.

How To Generate PostScript Files from LaTeX Documents:

- Creating a PostScript file for LaTeX involves using dvips or a close relative. If you do not know how to create a PS from LaTeX, check the SCS website for links to instructions.

Step 4: Upload Manuscript to the SCS Electronic Submission Site

- Go to SCS Proceedings Central site at <http://scs.proceedingscentral.com> and select a conference from the pull down bar.
- Log in using your ID and Password you created.
- **Note: if you have forgotten or lost this information use the “Existing Account” button!**
- Choose Author Center.
- Choose “Submit First Draft of New Manuscript.”
- Choose ISE2002 from the pulldown menu.
- Enter the metadata screens that follow: Institutions, Authors, Title, Keywords, Abstracts, and Comments to The Society (cover letter).
- In the Draft Center, choose Upload New Draft. Browse to your saved PS file. Choose Upload. The PS file will be converted to a PDF format for viewing. View your proof to verify accuracy. **When you are satisfied with the proof, click on the “Submit your Manuscript” button.**
- Once you submit you can no longer edit! You can upload and test as many “drafts” as you choose.
- Note that you should receive a confirmation screen giving you a four digit code AND e-mail when your manuscript has been successfully submitted. If you have any troubles during these uploads, choose the Get Support Now button in the upper right corner of every screen to get help.
- Additionally, if your upload takes more than 20 minutes, use the support button to send your Word file to the support team, who will convert and upload the file into your Draft Center for your review.

Step 5: Send Hard Copies of Manuscript to the SCS

- Print out two (2) hard copies of your paper and mail them to the SCS, along with all the necessary forms in this kit. This is a backup measure to help insure that your paper will be printed in case there are any problems with the electronic files.

Sample Formatting

3/4"
4p6

Text Begins Here
(on subsequent pages)

Center Title Here (12-14 pts.)
(Initial Caps, one to three lines)

Center
Name of Author(s)
and Affiliation(s)
(One to Five Lines)
(Use Upper and Lower Case)

Text Begins Here
(first page only)

3/4"
4p6

1/4"
1p6

3/4"
4p6

This sheet should act as a guide for the form of your manuscript. *Please keep your spacing as close to these figures as possible, to insure uniformity.* Additional instructions may be found in this packet.

When using A4 paper, the size of the columns and the space between them should remain the same. The left and right margins should be 0.6" or 3p7, and the bottom margin should be 2" or 12p.

This page is only to be used as a reference. The template you download will meet these specifications.

1"
6p

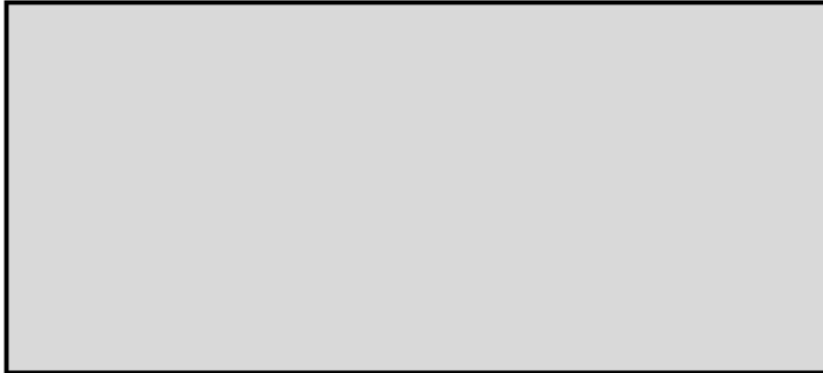


Figure 2. This is a figure that spans across two columns

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MAJOR HEADING IN 12 POINT CAPS

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Table 1. This is a heading for a table, at the top of the table. Number tables separately from figures.

Heading 1	Heading 2	Heading 3
Text in table	12345	67890
Text in table	1234	6789
Text in table	123	678
Text in table	12	67
Text in table	123	678
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Text in table	12345	67890

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Subheading in 12 Point Bold Type

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REFERENCES

- [1] You can list your references in a numbered list in order of citation in text, or alphabetically by authors' names.
- [2] Balci, O. and R.G. Sargent. 1981. "A Methodology for Cost-Risk Analysis in the Statistical Validation of Simulation Models." *Communications of the ACM* 24, No. 4, April:19-197.
- [3] Gass, S.I. 1978. "Computer Model Documentation." In *Proceedings of the 1978 Winter Simulation Conference* (Miami Beach, FL, Dec. 4-6). IEEE, Piscataway, NJ, 281-287.
- [4] Felker, D.B.; F. Pickering; V.R. Charrow; V.M. Holland; W.L. Harper. 1980. *Data Processing Documentation: Standards, Procedures and Applications*. Prentice-Hall, Englewood Cliffs, NJ.

Audio/Visual Equipment Request

OVERHEADS/ 35MM PROJECTORS

Each meeting room will be equipped with an overhead unit for 8 1/2 x 11 transparencies. 35mm slide projectors will be made available **ONLY BY ADVANCED REQUEST** with the SCS office.

VIDEO EQUIPMENT

Those who wish to make presentations via videotapes must **MAKE ARRANGEMENTS TO PAY FOR THE EQUIPMENT THEMSELVES**. Authors should remember that video equipment and computer projector rental rates are relatively high (\$125-\$300 PER DAY) and the 21" or 25" screens are undesirable for use with an audience of over 40 attendees.

LCD PROJECTOR

LCD projectors **must be reserved** with the SCS Office **prior to the conference**.

MICROPHONES/AMPLIFICATION EQUIPMENT

This will be available for every meeting room where more than 40 attendees are expected.

COMPUTERS

Speakers bringing microcomputers for demonstration during their session should notify the SCS office *at least four weeks in advance* of the meeting so that a table and power will be available. Speakers who plan to rent a computer system on their own must **MAKE ARRANGEMENTS TO PAY FOR PICK UP, AND RETURN THE EQUIPMENT THEMSELVES**. SCS accepts no liability for this equipment.

List of Audio/Visual Needs

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List Audio/Visual needs:

To help SCS market the ISE 2002 more effectively, please answer the following questions:

Target audience of your paper:

List of Hardware/Software used in your paper:

Vendors you feel will enhance the conference Exhibits Area. Please list company, phone number and contacts.

Group: _____ **Session:** _____ **Day:** _____

ISE 2002 Paper Code: _____

PLEASE RETURN THIS COMPLETED FORM TO:

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AUTHOR'S BIOGRAPHY

Instructions: You may use this form or if you already have a biography in your paper. This is simply to provide your session leader with enough information to introduce you. Authors are encouraged to include a brief biography at the end of their paper if space permits.

Name: _____

Address: _____

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Present Employer: _____

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Highlights about your present work: _____

Past Employment:

Education:

Civic and professional activities, awards etc.:

Other:

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**Transfer of Copyright to Simulation Councils, Inc.
(The Society for Modeling and Simulation International)**

Present title of work: _____

Author (s): _____

Conference: _____

Part I: The Primary Author Must Sign This Form

US Government employees whose work is not subject to US copyright should so certify by signing Part II, below.

I hereby transfer exclusively to Simulation Councils, Inc. (SCi) all rights granted to me by the copyright laws of the United States of America and other countries, subject to the reservations below.

1. The transfer of copyright shall become effective only upon SCi's acceptance for publication of the work.
2. The authors reserve all proprietary rights (such as patent rights) in this work other than the copyright transferred to SCi by this document.
3. After this work has been published by SCi, the author retains the right to republish it in whole or in part in any book of which he is an author or editor and to make personal use of this work in lectures, courses, or otherwise.
4. If the work was performed under a US Government contract or grant, SCi recognizes that the US Government has royalty-free permission to reproduce all or portions of the work, and to authorize others to do so, for official US Government purposes only, if the contract or grant requires.
5. If this work is in the public domain, such as work done for the US Government, I simply authorize its publication.
6. If this work is subject to security clearance, I certify that as of the date below it has been cleared.

I warrant that the above work has not been previously published elsewhere, or if it has, that I have obtained permission for its publication by SCi and that I will promptly supply SCi with wording for crediting the original publication and copyright owner.

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Authors who are employees of the US Government are not required to sign Part I of this form, but any coauthors outside the US Government are required to sign Part I. Authors whose work was performed under a US Government contract or grant, but who are not Government employees, are required to sign Part I. Signing Part B certifies that ALL authors of the work are employees of the US Government and performed this work as part of their official duties and that the work is therefore not subject to US copyright protection.

_____ Date _____ Signature of primary author

_____ Print name

The Society for Modeling and Simulation International

2002 SUMMER COMPUTER SIMULATION CONFERENCE
2002 INTERNATIONAL SYMPOSIUM ON INFORMATION SYSTEMS AND ENGINEERING

July 14–18, 2002
US Grant Hotel • San Diego, California

AUTHOR REGISTRATION FORM

This registration form must be completed and returned with your manuscript. Registration fee must be guaranteed by receipt of check or credit card number for paper inclusion in Conference Proceedings. Registration is not refundable.

Registration fee includes: attendance at the conference, authors breakfast, a CD of all papers that were electronically submitted for the SCSC/ISE 2002 conference, and any planned all-conference function. Social events will have additional fees.

Author name: (for badge) _____ Position: _____

Organization: (for badge) _____

Mailing Address: _____

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Business Phone: _____ Home Phone: _____

FAX: _____ E-mail: _____

Paper Title (1): _____ Paper #: _____

Paper Title (2): _____ Paper #: _____

Please check the appropriate box to indicate your position in the Conference organization
 Track Chair Group Chair Session Chair Author/Presenter Panel Chair Panelist

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SCS Members: \$435.00	
Non-Members: \$490.00	\$ _____
Extra page charges (\$40 per page over 6 pages):	\$ _____
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Non-members: \$490 or \$40 per page, whichever is less	\$ _____
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The Society for Modeling and Simulation International

2002 SUMMER COMPUTER SIMULATION CONFERENCE
2002 INTERNATIONAL SYMPOSIUM ON INFORMATION SYSTEMS AND ENGINEERING

July 14–18, 2002
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HOTEL RESERVATION FORM

Reservations must be received by June 14, 2002 to qualify for conference rate.
Those received after this date will be accepted on a space available basis only.

Arrival Date: ____/____/____
Departure Date: ____/____/____

Please reserve accommodations for:

Name: _____

Sharing room with: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax Number: _____

Credit Card Number: _____

Cardholder's Name: _____

Room Preference: Smoking Non-Smoking

Room Rate:

Delux Single: \$139.00 Delux Double: \$149.00 Additional Person: \$20.00 Suites: \$245.00-\$750.00
Add 10.5% Hotel Tax

Hotel check-in is 3:00 p.m. and check-out is 12:00 p.m.

The US Grant Hotel can only confirm your reservation request when accompanied by a check, money order or major credit card. If paying by check or money order, please include arrival date on the face of the check. Refunds will be made when cancellations are received by 6:00 p.m. on the day of your scheduled arrival date. Otherwise a first night's room charge will automatically be posted to your credit card.

Please return this reservation request to:

**US Grant Hotel
Reservations
326 Broadway
San Diego, CA 92101
Phone: 619-232-3121
Fax: 619-232-3626**

Final Checklist

Required Material

These items **MUST** be done in order for your accepted paper to appear in the Proceedings. Please make sure that you have done the following:

- Submitted an electronic copy of your paper to the Conference manuscript Website at:
<http://scs.proceedingscentral.com>

You **MUST** send the following items to the SCS office. All the required forms are in this author's kit:

- Two (2) hard copies of your manuscript (by mail)
- Completed Transfer of Copyright form
- Completed Conference Registration form
- Payment in check, charge, company purchase order, or DoD Form 1556
- Author's Biography

Optional Material

Include this item with the others if it applies to your situation:

- Audio/Visual Request form

Other Items

Please send the Hotel Reservation form directly to the hotel.

Send the material to The Society for Modeling and Simulation
4838 Ronson Court, Suite L, San Diego, CA, USA 92111-1800
by tracable mail or courier or Fax to 858-277-3930