ICM'98

Information for Invited Speakers

Preparation of Abstracts and Proceedings Manuscripts

The Proceedings of ICM'98 will be edited by G. Fischer and U. Rehmann. They will be produced electronically and will appear as an extra volume of

DOCUMENTA MATHEMATICA

They will be distributed in printed form as usual, but also electronically on the Internet.

Manuscripts written in English, French, or German should be prepared by TEX using style files provided by

`http://www.mathematik.uni-bielefeld.de/ICM98/`

Style files will support Plain TEX, AMS-TEX, LATEX. Graphics should be provided by postscript files embedded in TEX files.

Manuscripts (and abstracts) should be submitted as a file (or a collection of files) either via the WWW address above, or by e-mail to the editor (`rehmann@mathematik.uni-bielefeld.de`; Ulf Rehmann, Fakultät für Mathematik, Universität Bielefeld, Postfach 100131, D 33501 Bielefeld, Germany; fax: +49 521 106 4743) of the proceedings, or by floppy disk via ordinary mail.

Manuscripts (and abstracts) should have the following structure:

- Title (in case of long titles, a running title should be provided)
- Name of author(s)
- Manuscript text
- Bibliography (please use a standard bibliographic style)
- Address of author(s) (including e-mail address if applicable)

Further details on manuscript preparation are available on the above WWW address.

In case a manuscript cannot be provided electronically the author should contact the editor of the proceedings U. Rehmann as early as possible.

Abstracts of Invited Lectures.

Abstracts of one-hour Plenary Lectures may be at most 3 pages, abstracts of 45-minute Lectures 1 or 2 pages. *Deadline for abstracts submission is May 1, 1998.*

The abstracts will be published electronically shortly after submission and will be distributed in print at the beginning of the congress.

Proceedings Manuscripts.

Manuscripts of one-hour Plenary Lectures may be up to 20 pages, those of 45-minute Lectures up to 10 pages in length and may differ somewhat from the oral presentation; in particular they may be in a different language. *Deadline for submission of proceedings manuscripts is July 1, 1998.*

The manuscripts will be published electronically immediately after submission, unless the author explicitly wants publication only after the talk was given.

Facilities

The Plenary Lectures will be given in the lecture hall H 105 of the TU Berlin. It offers room for 1200 persons. At least one additional lecture hall will be linked via video to this presentation so that in total an audience of more than 2000 persons can be reached. The 45-minute Lectures will be given in several of the larger lecture halls at TU Berlin. These rooms have seating capacities from several hundred up to over one thousand persons so that it will not be possible to use blackboards. All lecture halls will be equipped with two overhead projectors, screens and microphones. The overhead projector is the most effective method of presentation in a large auditorium or lecture hall.

If you need other audio-visual equipment for your talk, such as video beamer, slide or multiscan projectors, please contact the organizers before May 1, 1998. At all times a member of the ICM'98 staff will be available in the lecture hall to help you in the operation of the audio-visual equipment. We regret that simultaneous translation of lectures cannot be provided by ICM'98.

Preparing Your Lecture

Both the General Assembly and the Executive Committee of the International Mathematical Union as well as ICM Program Committees have repeatedly emphasized that Plenary and Invited Lectures should be comprehensible to a wide spectrum of mathematicians. Keep in mind how much mathematics has grown and how hard it is for specialists in different fields to communicate. Therefore, please,

- Avoid unnessecary jargon and define key terms briefly.
- Use many examples to motivate and illustrate definitions and main results.
- Avoid exceeding the level of understanding of the average listener in your audience.

The following is taken in part from a brochure prepared by Hope Daly, Congress Manager for ICM'86 in Berkely. We hope it will help you in preparing and delivering a lecture that is suitable for an International Congress.

To improve the quality of the lecture in general and in order to make the best use of the projectors, the speaker is advised to heed the following suggestions:

- Practice your speech, timing yourself to ensure that important points are not rushed and ample time is left for a summarizing conclusion.
- Make an effort not to read through the talk too rapidly. Allow about three minutes per transparency.
- Avoid distracting the audience by continually turning around to look at the screen. Use a pencil or a felt pen to point to a particular spot on your transparency and the shadow of the pen will show on the screen. Be sure, however, to glance at the screen when placing a new transparency on the projector to ensure its proper placement.
- Keep your shoulder out of the way. If it is lighted by the projector, it is blocking the screen.
- There will be two overhead projectors, make use of both.

The most frequently heard complaint concerning speakers at meetings is that the transparencies are illegible. In order to help overcome this complaint, we urge you to adhere to the following advice:

- Prepare most of the material to be projected in advance. For one thing this makes for a better typography and, second, the audience will be less distracted by your fiddling around with felt pens of various colors.
- **Use characters not less then 1.2 cm (1/2 inch) in height.** Thus on a transparency there should be at most 12 lines with at most 25 characters per line.
- Avoid erasures as much as possible, to prevent the occurence of smudgy images.
- Use a variety of colors only if each color means something in the overall structure of your talk. Do not use yellow for text, formulas or lines in diagrams.
- **Under no circumstances lay a typewritten page copied 1:1 on the overhead projector.**

Finally, please take into account that your lecture hall will be big and your audience large – probably larger than you are used to.