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To: All Authors of Accepted Papers

Re: Instructions for Preparation and Submission of Papers

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Your final paper must be delivered to Professional Book Center in Colorado, *not* to AAAI, the conference organizers, or the publisher. ***Contributors are required, if at all possible, to deliver their papers in electronic form.*** Detailed instructions are provided below. The deadline for receipt of your final paper via ftp and the appropriate accompanying forms (see below) via FAX is **Wednesday, April 7, 1999.** ***This is an absolute deadline;*** the ftp space will be closed immediately after the deadline, and late papers can *not* be included in the proceedings. No corrections, updates, or replacement papers can be accepted electronically. If you miss the deadline or discover major errors in your paper following electronic submission, contact us via e-mail (probook@sni.net) for permission to send a hardcopy replacement, for which the hardcopy submission fee of $200 will be required. Although we cannot guarantee it, we will make our best effort to accept the substitution, schedule permitting.

We ***highly*** recommend that you transmit your file at least 48-to-72 hours in advance of the deadline. Past users of this method have experienced a variety of transient conditions that delayed successful uploading of their files (such as network downtime, inability to maintain a good connection, etc.)—so if at all possible, please beat the deadline by a couple of days to allow yourself a margin of error in case there is a problem.

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