

**GENERAL GUIDELINES AND CONDITIONS FOR SPEAKERS  
AT THE STO/VKI LECTURE SERIES  
(former RTO/VKI LECTURE SERIES)**

2015-2016

*On 1 July 2012, the Science & Technology Organisation (STO) was formally established, taking on the tasks and functions of the Research & Technology Organization (RTO) and the NATO Undersea Research Centre (NURC), in addition to new tasks as depicted in the STO Charter.*

**CLEARANCE & COPYRIGHT**

Prior clearance must be obtained using RTA Form 13 (copies of this form are available in attachment – *Form13(E)\_Presentation\_Publication\_Release\_Clearance.pdf*).

You must certify (on STO Form 13) that there are no copyright or proprietary objections to your work being presented and published by STO. In this respect, the STO has copyright over all material; however, the STO will endeavour to contact you should we receive requests to publish your work under separate cover.

**PLEASE RETURN THIS FORM TO:**

STO Collaboration Support Office  
BP 25, 7 rue Ancelle  
F-92201 Neuilly-sur-Seine Cedex  
France

(From USA)  
CSO/NATO  
Unit 9200  
DPO, AE 09777

Please **provide a copy** of this form 13 to the von Karman Institute for Fluid Dynamics by fax: +32 2 359 96 00 or by e-mail: [biblio@vki.ac.be](mailto:biblio@vki.ac.be)

**FORMAT OF THE STO/VKI LECTURE SERIES NOTES**

In order to improve on-screen readability and maintain print integrity, the CSO will produce two electronic versions of the publication – PDF and HTML, both in single column format. To achieve this, it is required that **all** papers, **regardless of their classification**, be provided to the CSO **in their original source format** (preferably but not exclusively MS Word). Exceptions to this are where a document has been produced in LATEX – in this case the CSO will accept the file provided as a PDF<sup>1</sup>. Note that where LATEX /PDF is used, an HTML version of these documents will NOT be produced, hence LATEX should only be used where absolutely necessary.

Files produced in PowerPoint or Excel will only be accepted if accompanied by supporting text.

**For users of MS Word**

Fully-formatted templates are available via the CSO website <http://www.cso.nato.int/page.asp?id=384>.

VKI will print a sufficient number of pre-prints for the participants if the authors make the original available **at least two weeks in advance of the course**. After this deadline printing

by VKI can not longer be guaranteed and the author may be requested to bring himself a sufficient number (60) of pre-prints for the participants.

Lecturers can transmit their notes by unloading them to the VKI Web server.

Website: <https://share.vki.ac.be>

Username: lectuser2016

Password : A1oxGrx9

**Please inform the VKI library (biblio@vki.ac.be) if you have put anything in the VKI Web server** and do not hesitate to contact the VKI co-ordinator if you have any trouble in reaching it.

Notes will consist of an original text prepared for the Lecture Series.

**In any event, notes can neither consist of copies of journal articles nor their equivalent nor hardcopies of the presentation slides! Indeed STO does not accept them for inclusion in their publications for copyright reasons as well as for conformity standards reasons.**

#### **FOR USERS OF OTHER (SOURCE) WORD PROCESSORS:**

Paper size	Paper Size A4 or Letter (8.5" x 11").
Page Layout	Single column, text fully justified, single line spacing.
Page numbering	Arial 9pt, placed in the footer
Titles of Pages or Chapters	Times New Roman – 15pt, bold, centred (see title on page 1).
Author's Name and Address	Fully centred (see address on page 1). The full postal address (with the post code) must be provided.
Main Body Text	Times New Roman – 11pt

#### **FOR USERS OF LATEX, PLEASE REFER TO THE SPECIFICATIONS BELOW:**

Paper Size	A4 or Letter (8.5" x 11").
Page Layout	Single column1, text fully justified, single line spacing.
Page Numbering	Helvetica 9pt, placed in the Footer.
Titles of Pages or Chapters	Times – 14pt, bold, centred (see title on page 1).
Author's Name and Address	Fully centred (see address on page 1). The full postal address (with the post code) must be provided.
Main Body Text	Times – 11pt.

Margins, Headers and Footers:

**Table 1: A4 Page Set-Up**

	<b>Top/Bottom Margins</b>	<b>Left/Right Margins</b>	<b>Headers/Footers</b>
(centimetres):	3.3/2.7	2.2	1.25/1.78
(inches):	1.3/1.06	0.87	0.49/0.7

**Table 2: Letter Page Set-Up**

	<b>Top/Bottom Margins</b>	<b>Left/Right Margins</b>	<b>Headers/Footers</b>
(centimetres):	2.8/2.7	2.3	0.75/1.68
(inches):	1.1/1.06	0.9	0.3/0.66

For all papers, a classification must be included, centred in the Header and Footer, in accordance with the following table (Table 3).

**Table 3: Security Classifications**

<b>ENGLISH</b>	<b>FRENCH</b>
<b>UNCLASSIFIED/UNLIMITE</b>	
NATO UNCLASSIFIE	NATO SANS
NATO/PFP UNCLASSIFIE	NATO/PFP SANS
NATO RESTRICTE D	NATO DIFFUSIO N
NATO CONFIDENTIAL	NATO CONFIDENTIEL
NATO SECRET	NATO SECRET

\* This classification does NOT need to appear in the headers and footers.

### **Footnotes/Endnotes**

Authors are requested to refrain from using Endnotes, and where possible, to place the footnotes on the page where the reference appears. Footnotes should be numbered superscript (see examples used in this document). Note for users of LATEX: Footnote text should be Times – 9pt.

### **Graphics**

When inserting graphics, the use of “float over text” is strongly discouraged since it hinders the production of HTML.

## Tables/Figures

All Tables/Figures must bear a suitable caption (i.e. Table 1: Text text, Figure 1: Text text), with the captions positioned as follows: Tables captions ABOVE the table, Figures captions BELOW the figure. When making references to tables/figures in the text, please refrain from using hyperlinks. Note for users of L<sup>A</sup>T<sub>E</sub>X: Table/Figure caption text should be **Helvetica 9pt Bold**, centred – see example below.



**Figure 1: NATO Logo.**

## Abstract Text

Individual papers presented at Symposia, Lecture Series etc. must carry an Abstract, which should appear at the beginning of the paper, following the Author's address, in *Times New Roman – 11pt Italic* (*Times – 11pt Italic* for users of L<sup>A</sup>T<sub>E</sub>X).

## References

References inserted in the text must be numbered and formatted as follows: [1] [2] etc., with the accompanying text contained in a separate 'Reference section', which should appear as follows:

- For Meeting Proceedings and Educational Notes – at the end of the paper.
- For AGARDographs, Technical Memoranda and Technical Reports – either at the end their respective chapter or collectively in a separate chapter.

## Annexes and Appendices

Annexes and Appendices must be numbered – the formats are as follows:

- Annexes are numbered alphabetically, i.e. Annex A, Annex B.
- Appendices are numbered numerically (using Arabic numerals), i.e. Appendix 1, Appendix 2.

Accordingly, the page numbers for Annexes and Appendices must reflect their numbering, as follows:

- Annexes: A-1, B-1, etc.
- Appendices: A1-1, A2-1, etc.

## AUDIOVISUAL EQUIPMENT AVAILABLE

### 1. Multimedia projector (Data-Video)

Projection facility for video and computer signals

S-VGA/VGA data (PC/MAC)

PAL, SECAM, NTSC VHS video

Resolution 1024 x 768 pixels

**A portable PC or Mac can be plugged in (CD and DVD).**

2. *Overhead projector*  
For transparent sheets 8" x 10" (200mm x 250mm)
3. *Video Cassette Player (VHS)*  
Playback facilities for PAL, SECAM and NTSC colour signals.
4. *Slide projector*  
Miniature 35 mm (the most widely used, and the size recommended)  
2" x 2"

Please contact Mrs. Crochard or Mrs Debeer ([biblio@vki.ac.be](mailto:biblio@vki.ac.be)) or the Lecture Series Director if you have any questions about technical support.

## **HONORARIA**

For the presentation of one lecture of 1h15: 75 Euro  
For the preparation of the notes of a 1h15 lecture: 250 Euro  
The total payment is proportional to the number of lectures.

## **EXPENSES**

The per diem allowance is 228 Euro. Note that VKI provides a lunch every day and a speakers' banquet during one evening.

Round trip travel cost based on Economy Fare will be refunded. Speakers are requested **to consider special fares** when possible and avoid late reservations; additional per diem may be considered **only if early arrival or late departure reduced the total cost.**