

**From:** Uta Grothkopf <esolib@eso.org>  
**Subject:** Your LISA V submission  
**Date:** December 20, 2005 2:22:17 PM GMT+01:00



Dear XXX,

We are pleased to inform you that your LISA V contribution

[title of presentation]

has been accepted as an oral presentation. Your talk is scheduled within a session entitled XXX, to be held on Monday, June 19, 2006. The length of your presentation should be no more than 15 minutes; a question and answer period of 10 minutes will follow at the end of each session.

Please prepare easy-to-follow visual aids, for instance a graphical presentation using PowerPoint (.ppt) or a similar presentation software. This will help non-native English speakers in understanding your presentation. Should you need assistance with creating a .ppt presentation, please let us know.

At the meeting site, the following equipment will be available:

Microphone and podium  
Computer -- PC with Microsoft software  
Digital video projector  
Slide projector  
Overhead projector  
Laser pointer

Harvard Science Center Media Services staff will be on hand to set up the equipment and provide some assistance to those speakers who bring their own computers. Media Services can provide pre-conference troubleshooting to check for compatibility between Science Center applications and the speakers' software versions if they receive the Powerpoint files 1 month to 2 weeks in advance of the conference. They will work with the author to resolve any technical issues and have the files loaded on the Science Center-supplied computer. Files should be compressed if they are large and can be emailed to [Prep@fas.harvard.edu](mailto:Prep@fas.harvard.edu). Please let us know if you have further questions.

The abstract you submitted will be used for inclusion in the program booklet that participants will receive upon registration. If you would like to send a revised version, please do so before

May 15, 2006

Manuscripts of oral presentations will be published in the LISA V proceedings. Due to the limited funds available, the proceedings are currently foreseen to be published only in electronic format. Authors will be informed about further details in due course.

In case you need a formal invitation for visa purposes, please let us know.

Please confirm by return email that you will be able to join us at LISA V in Cambridge, MA.

We are looking forward to meeting you next June!

Uta Grothkopf & Christina Birdie  
on behalf of the LISA V Scientific Organizing Committee

