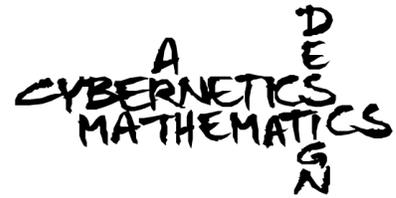**American Society for Cybernetics**
Email: secretary@asc-cybernetics.org
Web: http://www.asc-cybernetics.org

Wednesday 30 June 2010

Dear All,

There is a lot happening in preparation for our conference, and we would like your participation. You will get several communications in the next few days, covering different aspects. Please read them carefully and act. I know it can be tiresome for you (though I hope not very tiresome), but if you do not act we will not be able to complete arrangements.

Draft Papers and Formal Presentations

> *Urgent and immediate matters concern performance and/or the formal presentation of academic papers: and the posting of draft papers.*

4) Paper drafts should be entered on your profile on the web site, by midnight, Pacific Time on July 6. There is a new field for paper drafts, below the space for your abstract, which allows up to 20,000 characters (approx 3000 words—the length of papers we are looking to publish in the journal Kybernetes). There is no need to format text for publication, at this stage. Papers will be available for online refereeing by conferees.

2) If you wish to present a performance, please let us know how much time you need and what resources you are looking for (eg, projector).

   If you wish to make a paper presentation, please let us know what resources you are looking for (eg, projector).

   We will do our best to accommodate requests received by midnight Pacific Time, July 12. Send requests to ranulph@mac.com, marked "presentation" in the subject field.

3) Inform us by the same date if you wish to have a video clip included in a rolling show of video material. Send requests to ranulph@mac.com, marked "video" in the subject field.

   You will need to convert video into a pre-determined format in order for it to be included. This will be your responsibility. Details to follow.

Surrounding Events

4) We also need to know if you wish to attend any of the Surrounding Events: the ASC (society) conference; tutorials on recent cybernetics; conference dinner; and, most of all, the post conference workshop (by midnight Pacific Time, July 12). Please mark the check boxes near the end of your web based profile.

Blog site

5) Our blog site, and a list of participants with other basic information is on line. It can only be accessed by those who created a profile. Tom Fischer, our webmaster, will be writing about both of these, separately, briefing you on how we hope to use the blog to involve you in making decisions about the conference and

in entering into discussion now.

Standards

6) Please do not forget your "standards". These will be taken with you as you move around the building, providing a visual key to who is where. In the evenings, they will form an exhibition in the main foyer. They should have your name easily legible on them, and help generate conversation. They should be on a stand and be at least 3 feet (1 meter) off the floor. You should be able to bring it and its stand with you in your baggage.

Transport notes

7) Taxis from Albany International Airport and from Albany-Rensselaer Amtrak Rail Station to Blitmore Commons cost about $20.

8) Car parking will be possible at Blitmore and possibly on the University site. More details if needed from our local co-ordinator, Ted Krueger, at krueger@rpi.edu

9) There will be a limited, complimentary bus shuttle service between Blitmore Commons and EMPAC.

Completing profiles

10) Many have not completed their profiles, and have not posted photos. It is important that you do this. This material forms part of the conference background. It will be available to other conferees so that we know a little more about each other before we meet in Troy.

Payment and Accommodation

11) Please pay your conference fee and to book your accommodation as soon as possible. Payment of the conference fee tells us you are coming. We cannot make arrangements for those we do not know will attend.

Earlier messages

12) Earlier messages to participants can be accessed through links on the left of the web site.

I am afraid we will not be able to consider and accommodate those who fail to meet deadlines.

Best Wishes,

Ranulph Glanville
Chair of the Organising Committee, C:ADM2010