

## **Checklist for the convenors** (Version 08.2022)

1. Make sure that the authors have followed the authors' instructions (side margins, font type and size, size and quality of figures...)
2. Do not number the pages – this will be done during the editorial process.
3. The header – if prepared – should not contain the bulletin number.
4. The contributions should be delivered as single files, not compiled to one large file. The right order for publication in the bulletin should be indicated, either by an index or by assorting the contributions in the right order before delivering them.
5. The bulletin should not consist of too many abstracts – the main part should be full contributions or at least extended abstracts.
6. A title page should be delivered, containing the name of the working group, the date and location of the meeting and the name(s) of the editor(s).
7. Check if there are sponsors who have to be mentioned in the bulletin.
8. Do not use self-creating indices if the papers are already compiled to one large file– the contributions will have to be separated from each other during the editorial process, and so this function doesn't work.