

# Paper title should be UPPER and lower case, no smaller than 24 point font and bold

YOUR NAME SHOULD BE ALL CAPS, followed by your company, city and state in UPPER and lower case and should be no smaller than 16 point font. For guidelines on multiple co-authors, please note the instructions below the line.

YOUR PAPER NUMBER (IBC-12-XX) SHOULD BE ALL CAPS AND NO SMALLER THAN 12 POINT FONT

KEYWORDS: A brief listing of the key words that you feel is applicable to your presentation should follow. The word "KEYWORDS" should be first, followed by a colon followed by the list of words. They should be UPPER and lower case and the font size should be the same as you use in the body of the manuscript (no smaller than 10 point).

ABSTRACT: A brief overview (similar to an executive summary) that captures the idea of your presentation should follow. It should be no longer than 50 to 75 words. It should be UPPER and lower case and the font size should be the same as you use in the body of the manuscript (no smaller than 10 point).

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In the case of multiple Author's the question usually arises regarding the proper order of names. For the International Bridge Conference<sup>®</sup>, it is the presenting Author that is shown first. All other Co-Authors are arranged simply based on the following guidelines.

Company, City, State

For more than 2 authors, the same directions apply, simply placing all authors' information (when they are at the same location) together, then moving onto the next location.

If both authors are from the same company the format is:

PRESENTING AUTHOR AND NEXT AUTHOR, Company, City, State

If both authors are from the same company, but different locations or both authors are from different companies, the format is:

PRESENTING AUTHOR, Company, City, State, and NEXT AUTHOR,