DAGSTUHL
REPORTS

The periodical *Dagstuhl Reports* serves as publication medium to document Dagstuhl Seminars and Dagstuhl Perspectives Workshop in a journal-like manner to allow for a high visibility and timely communication of a seminar's outcomes.

Aims and Scope

Dagstuhl Reports documents the program and the results of Dagstuhl Seminars and Dagstuhl Perspectives Workshops. For both, a report is published that contains a summary, an overview of talks and corresponding abstracts, as well as further results (e.g. from working groups or open problem sessions).

Info for Seminar Organizers

The funding scheme of Dagstuhl Seminar and Dagstuhl Perspectives Workshops requires quality assurance and documentation. We rely on your input and support for meeting our obligations. Hence, we appreciate your efforts for preparing a comprehensive report of your seminar that fulfills not only the task of documentation, but may also serve as a reference in the future or for researchers who couldn't attend the seminar.

Content

The content of the report should include:

- an executive summary of the seminar program and the fundamental results,
- an overview of the talks given during the seminar (summarized as abstracts), and
- summaries from working groups (if applicable).

This basic framework can be extended by suitable contributions that are related to the program of the seminar, e.g. summaries from panel discussions or open problem sessions. The executive summary will also be used for the seminar webpage (after the seminar is finished) and the annual report of Schloss Dagstuhl.

Organization

The organizers are asked to designate a collector, typically a junior researcher, who coordinates the preparation of the report in close cooperation with the organizers and the editorial office at Schloss Dagstuhl. The collector should have basic knowledge of LaTeX due to being in charge of typesetting issues.

The collector collects the abstracts of the talks given during the seminar (by sending out an appropriate *Call-for-Abstracts*) as well the results from working groups. Finally, the executive summary, written by the seminar organizers, and additional summaries (from working groups, panel discussions, or open problem sessions) must be integrated into the seminar report.

Editorship / Authorship

The organizers of the Dagstuhl Seminar or Dagstuhl Perspectives Workshop are going to act as editors of the seminar report. The authorship of the talk abstracts is mentioned adequately within the report.

http://www.dagstuhl.de/dagrep
reports@dagstuhl.de

Info for Seminar Collector

The collector acts as editorial coordinator supporting the seminar organizers in preparing the report for the Dagstuhl Seminar or Dagstuhl Perspectives Workshop in close cooperation with the editorial office at Schloss Dagstuhl.

Tasks

During the seminar, the collector should observe the seminar program, especially with respect to given talks and working groups. Furthermore, records should be kept on open problem sessions or panel discussions.

After the seminar, the collector is in charge of sending out a *Call-for-Abstracts* to the seminar participants. A technical interface is provided by Schloss Dagstuhl and a corresponding URL is communicated in due time to the collector. Via the technical webinterface, participants are able to upload the abstract of their talk along with comprehensive metadata. The collector can make use of our semi-automated scripts that provide a single LaTeX document capturing all submitted abstracts.

The seminar report is typeset using LaTeX, hence the collector should have basic knowledge of LaTeX. The collector has to prepare the LaTeX document containing the executive summary (written by the seminar organizers), the abstracts submitted by the seminar participants, and—if applicable—summaries from working groups, panel discussions, or open problem sessions.

If contentwise the report is final (which should be approved by the seminar organizers), the collector sends the LaTeX sources to the editorial office at Schloss Dagstuhl (*reports@dagstuhl.de*).

The report is then finalized by Dagstuhl's editorial office (adaption of page numbers and further bibliographic issues, minor corrections, ...). Before official publication, the report is sent to the seminar organizers and the collector for approval.

Recompensation

The collector receives a fair compensation for his efforts after the report is published. Details are available on request.

Info for Seminar Participants

Maybe already during, but at latest shortly after the seminar, the seminar collector will send a *Call-for-Abstracts* to the seminar participants, asking them to submit an abstract of their talk. If the seminar has organized working groups, some participants may also be in charge of submitting a report with regard to the disucssions and results of the working group.

Deadline

The collector will announce a deadline in the *Call-for-Abstracts* by which the abstracts should be submitted. This deadline is strict and there will be no extensions. Typically, the deadline is about two months after the seminar.

Upload of the documentation entry

To submit the documentation entry, please visit

   http://drs.dagstuhl.de/‹sem-nr›

whereby *‹sem-nr›* is the five-digit number of the seminar, e.g. 15431. To access the Dagstuhl Reports submission interface, one needs the door key which was communicated with the travel informations as well as with the collector's *Call-for-Abstracts*.

In case of questions, please contact the seminar collector or the editorial office at Schloss Dagstuhl.