**How to prepare the summary for CHISA 2018**

A. Firstauthor, 1R. Second, Z. X. Coauthor

Frost Univ., Dep. Solid Water Ingots, Snow Rd. 44, 12345 Icebourgh, Antarctica;

tel. +999 246531, e-mail: afi@fu.an; 1United Mud Pie Works, Sand St., 98765 Warmtown, Saharia; fax: +333 4321 9876.

The summary must be prepared on a sheet(s) of A4 size (297x210 mm) with all margins equal to 25 mm. The single spaced text should be typed in Times New Roman font with use of any MS Word editor; PDF format will not be accepted.

Please, start at the top of the page with the title of your contribution consisting of maximum 150 characters including spaces (non-capitalised, left aligned, bold, size 14 pts.).

Skip two lines below the title and type the authors’s name(s) in the following order: initial(s), surname (size 12 pt., left aligned). Underline the name of the author delivering the paper.

On the next line, enter the affiliation for each author with full postal address; telephone, fax, and e-mail connections are desirable (size 12 pt., left aligned). Please bear in mind that multiple affiliations for an author can be shown in abstract, however only one affiliation will be assigned to him in the database of contributions.

Then, skip two lines and begin your summary text: single spaced, justified, non-bold, size 12 pt., Times New Roman. You can locate any text, equations, figures, references, etc. within the area available. The summary should contain the maximum amount of relevant information sufficient for reviewing by the Scientific Committee. **Maximum two pages are allowed**. The author is responsible for the quality and content of his summary. The summary that does not meet the above requirements will not be accepted and the author will be notified.

Please follow all the instructions very carefully to achieve the formal appearance of a summary as closely as possible to this template. Regrettably, most of summaries usually do not comply with these instructions. Therefore, they must be formally re-edited by the CHISA Scientific Committee editor, who does not bear responsibility for possible changes ensuing from such reformatting.

The summary must be uploaded via the address www.chisa.cz/2018 using your personal log-in password. You can re-upload summary as many times as necessary up to 31 May 2018. Please do not re-upload summary if it was not modified.

**IMPORTANT:** In case you wish to modify anything (title, authors, affiliations, text, etc.) please **DOWNLOAD AT FIRST** your summary from the CHISA website (see “List of submitted papers”) – because here is located the version which has already been properly edited and graphically approved.

Then, you can modify it and re-upload; in such a way we shall avoid repeated re-formatting the summary. Resubmission will automatically notify the administrator of database about some change. Please, be aware that your summary represents **the** **only valid source of information** for creation of the final program.

Thank you for observation of the above instructions.