

Second Announcement



Working Cooperatively in Statistics Education

Salvador (Bahia), Brazil, July 2-7, 2006

<http://www.maths.otago.ac.nz/icots7/>

Organised by the

International Association for
Statistical Education (IASE)

and

Brazilian Statistical Association
(ABE)



<http://www.stat.auckland.ac.nz/~iase/>



<http://www.redeabe.org.br/>

Under the Auspices of the International Statistical Institute (ISI)



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Summary of Daily Activities

Sunday 02/07/06

08h30 – 17h30

Evening

Registration

Welcome reception (Delegates and Ticket Holders)

Monday 03/07/06

08h30 – 18h00

Opening & Organised Sessions (Delegates)

Tuesday 04/07/06

08h30 – 18h00

Organised Sessions (Delegates)

Wednesday 05/07/06

08h30 – 12h30

Afternoon

Organised Sessions (Delegates)

Free (local tours by arrangement)

Thursday 06/07/06

08h30 - 18h00

Evening

Organised Sessions (Delegates)

Conference Dinner (Delegates and Ticket Holders)

Friday 07/07/06

08h30 - 18h00

Organised sessions (Delegates)

Invitation by the IASE President

Dear Statistics Educators and Statistics Practitioners,

It is my pleasure to invite you to the International Conference on Teaching Statistics “*Working Cooperatively in Statistics Education*”, which will be held 2-7 July 2006 at Salvador (Bahia), Brazil;

The International Conferences on Teaching Statistics (ICOTS) are held every four years at different locations around the world. These meetings are planned by the IASE (International Association for Statistical Education) which is a section of the International Statistical Institute (ISI). The major objective of ICOTS is to provide the opportunity for statistics educators and practitioners from all over the world to exchange ideas and experiences, to discuss the latest developments in research and teaching statistics, and to expand the network of statistics educators.

This seventh ICOTS conference is hosted by the Brazilian Statistical Association (ABE). Thanks to all the efforts of our Brazilian colleagues, they will make this statistics encounter in Brazil an unforgettable experience.

The conference theme emphasizes the idea of cooperation, which is natural and beneficial for those involved in the different aspects of statistics education at all levels. Cooperative learning in statistics education, cooperation between statistics teachers and researchers, cooperation between statistical agencies and statistics educators, interdisciplinary research, international cooperation in statistics education, globalization and diversity in statistics education are some examples dealt with during the conference.

A diverse Scientific Program is developed, including Invited Paper Meetings, Contributed Paper Meetings, Keynote Speakers of worldwide reputation, Poster Sessions, Special Interest Groups and Special Sessions will provide a forum for the dissemination and discussion of relevant statistics education issues, covering a wide range of topics in about 70 sessions.

The conference program provides ample time to allow delegates to network, renew old contacts and make new ones in a stimulating environment.

The conference will take place in Salvador – the first capital of Portuguese Brazil until 1763 – along the Bahia de Todos os Santos. A refreshing sea breeze will cool down the heated discussions at ICOTS 7 going on at the Bahia Othon Convention Centre. And, after having practiced the Capoeira on the beach in the late evening, we can start the next day again with a fresh mind.

We hope that the conference will be of interest for you and that your participation will contribute to the conference’s success.

Don’t miss this event! It only happens each four years!

We are looking forward to meeting you in Salvador in 2006!

Gilberte Schuyten
President IASE

ICOTS 7 International Programme Committee

IPC Executive

Chair: Carmen Batanero (Spain), batanero@ugr.es

Programme Chair: Susan Starkings (UK), starkisa@lsbu.ac.uk

Editors of Proceedings: Allan Rossman (USA), arossman@calpoly.edu and Beth Chance (USA), bchance@calpoly.edu

Scientific Secretary: John Harraway (New Zealand), jharraway@maths.otago.ac.nz

Local organisers representative at the IPC: Lisbeth Cordani (Brazil), lisbeth@maua.br

IPC Members

Martha Aliaga (USA)	Alan McLean (Australia)
Dani Ben-Zvi (Israel)	Pilar Martín (Spain)
Andrej Blejec (Slovenia)	Delia North (South Africa)
Phillip Boland (Ireland)	Chris Reading (Australia)
Beverley Carlson (USA),	Lionel Pereira (Singapore)
Theodore Chadjipadelis (Greece),	Maxine Pfannkuch (New Zealand)
Joachim Engel (Germany)	Brian Phillips (Australia)
Celi Espasandín López (Brazil)	Mike Shaughnessy (USA)
Ana Silvia Haedo (Argentina)	Pedro Silva (Brazil)
Cliff Konold (USA)	Elisabeth Svensson (Sweden)

Local Organising Committee

Chair: Pedro Alberto Morettin (IME USP), pam@ime.usp.br

Wilton de Oliveira Bussab (FGV SP), bussab@fgvsp.br

Lisbeth K. Cordani (CEUN - IMT), lisbeth@maua.br

Gilênio Borges Fernández (FUBA), gilenio@ufba.br

Pedro Silva (IBGE), pedrosilva@ibge.gov.br, pedronsilva@gmail.com

Clélia Maria C. Toloí (IME USP), clelia@ime.usp.br

Important deadlines

Deadlines for Submission of proposals

Contributed Papers: Refereed Nov. 1, 2005, Non-Refereed Jan 1, 2006

Special Interest Groups, Special Sessions, Posters Feb. 1, 2006

Closing date for submission of papers (invited and contributed):

Final version: Nov. 1, 2005 (if to be refereed)

Final version: Jan. 1, 2006 (if not to be refereed).

Host City and Venue

ICOTS-7 will be held in the city of Salvador, in the State of Bahia. Salvador is a coastal city sitting on a spit of land extending south-south-west into the Atlantic Ocean. Salvador has both ocean beaches and calmer beaches located in a large bay, the *Bahia de Todos os Santos*, which is fed by the Paraguaçu River, which opens into the smaller bay of Iguape, which in turn gives way to the principal bay. Although it sits well within the tropics at a southern latitude of thirteen degrees, it receives a refreshing sea-breeze which seldom falters until the wee hours of the morning when things have generally cooled off anyway.

The settlement was founded in 1549 by Thomé de Souza and quickly became the main Brazilian sea port and first capital of Portuguese Brazil until 1763. The city still contains many colonial buildings, including the first cathedral in Brazil, over 350 churches and the nation's oldest medical college, but it has become more famous due to the strong influence of African culture on the city. Salvador is characterized by intense cultural and artistic activity with cheerful, hospitable and proud people.

The city has several universities, including the Universidade Federal da Bahia, Universidade do Estado da Bahia, and Universidade Católica de Salvador. The majority of the population of the city are of African ancestry. The rich mixture of beliefs, traditions and races has led to the development of a vast culture that is manifest in its popular music, dance, art, and cuisine. It is the center of Yoruba Candomblé and the martial dance art of Capoeira. It is a place of famous artists and writers who have gained international reputations. You can learn more about Salvador and Bahia, their history, attractions and people from <http://www.bahia-online.net/> or from <http://www.emtursa.ba.gov.br/>

ICOTS7 will be held at the Bahia Othon Convention Centre and Hotel complex. Situated in Ondina beach, the Bahia Othon Palace Salvador is at easy access from all the means of transportation. It is close to Pelourinho, the historic quarter, and only 5 km from downtown Salvador. It is also within easy reach from all the parts of the town. Bahia Othon also offers rooms for conferences and meetings along with all the conveniences.

Letter of Invitation to Attend the Conference

Letters of invitation will be sent upon request by the Scientific Secretary John Harraway (jharraway@maths.otago.ac.nz). This letter is only to facilitate travel and visa requirements and does not imply intent of financial or any other form of support, nor does it imply acceptance as a presenter, which has to be done through the IPC.

Plenary Sessions

Pedro Luis do Nascimento Silva (Brazil)

Statistical Education for Doing Statistics Professionally: Some Challenges and the Road Ahead

Bryan Manly (New Zealand)

Cooperation and Conflict in Environmental Statistics

Joan Garfield (USA)

Collaboration in Statistics Education Research: Stories, Reflections, and Lessons Learned

Mike Shaughnessy (USA)

Students' Thinking about some Important Concepts in Statistics

Chris Wild (New Zealand)

Closing Speaker: On collaboration, Competition and Making Connections

Len Cook (UK)

After Dinner Speaker: Training Statisticians for Working in Public Affairs

Panel Discussion: The challenges for cooperation in statistics education

Chair: Pedro Morettin (Brazil)

Speakers include: Evelio Fabbroni (Panama), Jae C. Lee (Korea), Pilar Martín Guzmán (Spain) and Allan Rossman (USA).

Brief Biographies of Keynote Speakers

Pedro Luis do Nascimento Silva

Pedro Luis do Nascimento Silva, born in 1959, has been director of the National School of Statistical Sciences (ENCE) in the Brazilian Institute of Geography and Statistics (IBGE) since June 2003, after spending most of his professional career at the Methodology unit of IBGE. He graduated (1996) with a PhD in Social Statistics from the University of Southampton, England. His main research interests are survey and sampling methodology. He is a member of the International Statistical Institute, President of IASI (the Inter-American Statistical Institute) for the period 2004-2005, President-Elect of the International Association of Survey Statisticians, member of the Brazilian Statistical Association and of the Royal Statistical Society. He was the chief editor of *Revista Brasileira de Estatística* from 1997-2002. Pedro has extensive experience in teaching both at graduate and undergraduate levels, as well as providing short training courses for staff at the IBGE.

Bryan Manly

Bryan Manly was born in London and worked at the University of Salford and the University of Papua New Guinea before moving to the University of Otago, New Zealand, in the 1970's. He left the Chair of Statistics at Otago in 2000 to work as a consultant to Western EcoSystems Technology Inc. in Wyoming, USA. Then in May 2004 he moved to the Department of Exact Sciences, ESALQ, University of São Paulo, Piracicaba, Brazil as a Visiting Professor of Statistics. He has a BSc and DSc from the City University in London, is an Adjunct Professor of the University of Wyoming, was Editor

of the Journal of Agricultural Biological and Environmental Statistics from 1999-2001, is a Chartered Statistician of the Royal Statistical Society, a Fellow of the Royal Society of New Zealand, and has been awarded the title of distinguished Statistical Ecologist. He has 35 years experience as a researcher, consultant and teacher of statistics, specializing in applications of statistics to ecological and environmental problems. He is the author of nearly 200 papers in scientific journals and six books on natural selection, stage-structured biological populations, multivariate analysis, computer-intensive methods in biology, the design and analysis of research studies and resource selection.

Joan Garfield

Joan Garfield is Professor of Educational Psychology at the University of Minnesota where she directs a unique graduate program in statistics education. She prepares graduate students to become excellent teachers of statistics and carries out research on teaching and learning statistics. She has been an active member of the national and international statistics education communities, serving as Vice President of IASE, chair of the 1996 IASE Roundtable Conference, and Chair of the ASA Section on Statistics Education. She has edited or co-edited four books on statistics education and has published many articles on this topic. She currently directs the NSF-funded ARTIST project (Assessment Resources Tools for Improving Statistical Thinking) and co-chairs the international research forums on Statistical Reasoning, Thinking and Literacy. She is the Associate Director for Research of the CAUSE (Consortium for the Advancement of Statistics Education).

Mike Shaughnessy

Mike Shaughnessy is currently a Professor in the Department of Mathematics and Statistics at Portland State University, Oregon. His principal research interests have been in the teaching and learning of probability and statistics and the teaching and learning of geometry, along with a continued interest in problem solving. He has recently been the Principal Investigator of a National Science Foundation research project to investigate the development of middle and secondary students' conceptions of variability. Dr. Shaughnessy has given over 140 national and international invited talks and workshops and has authored more than 60 books and articles in Mathematics Education, including chapters on the teaching and learning of probability and statistics in both the First (1992) and Second (to appear) Handbook of Research in Mathematics Education of the National Council of Teachers of Mathematics (NCTM). He has served on the editorial panels for the Journal of Research in Mathematics Education (JRME), Mathematical Teaching and Learning, (MTL) and Mathematics Education Research Journal (MERJ). He also served as a member of the Board of Directors of the NCTM (2001-2004).

Chris Wild

Chris Wild is Professor and Head, Department of Statistics at the University of Auckland, New Zealand, Past-President of IASE and co-author with G.A.F. Seber of Nonlinear Regression (pub. Wiley, 1989) and Chance Encounters: A first course in data analysis and inference (pub. Wiley, 2000). He has been an Associate Editor of Biometrics, and is currently an Associate Editor of the International Statistical Review, the Statistics Education Research Journal, and the Australian and New Zealand Journal of Statistics. Although his main research contributions have been in statistical methodology, he also publishes in statistics education where his major interest is in the ways in which statisticians think and how these thinking patterns might be passed on to students.

Len Cook

Len Cook has been the National Statistician of the United Kingdom and the professional head of the UK Government Statistical Service and Government Statistician of New Zealand. In both the New Zealand and British Statistics Offices he has worked to upgrade information management, integrate survey sources, expand professional methodology and analysis, and increase public and educational access to official statistics. After starting work in Statistics New Zealand in 1971, he worked in statistical methodology, and later in various roles managing population censuses, The consumer prices index and macro-economic statistics as well as household surveys, information technology and marketing. Len Cook was the organiser for the IASS programme at the 1995 ISI in Beijing and is currently Vice-president of the ISI. He has contributed papers about the application of statistical methods and statistical thinking to policy issues. In both NZ and the UK, he has extended the opportunities available to the research community for carrying out research using official surveys. He has introduced ways for bridging international and cultural interests in statistical applications and research.

Pedro Morettin

Pedro A. Morettin is Professor of Statistics in the Department of Statistics at the University of São Paulo (USP), Brazil. He earned a MA and a PhD in Statistics from the University of California, Berkeley. He is author or co-author of articles published in the *American Statistician*, *Estadística Espanola*, *Estadística*, *Proceedings of ICOTS*, *Selenes*, *Journal of Educational Statistics*, *The Training of Statisticians Round the World* (R.M. Loynes, Ed), of books on calculus, basic statistics, time series analysis and wavelets (all in Portuguese). His main field of research is time series analysis and applications in economics, finance and the physical sciences, but also has an interest in statistical education. He has published over fifty research papers in several international journals. He has been Chairman of the Statistics Department at USP, Dean of the Institute of Mathematics and Statistics at USP, President of the Brazilian Statistical Association, Vice-President and President of the Interamerican Statistical Institute and Vice-President of the International Statistical Institute. He served as Editor of *Estadística*, is currently Editor-in-Chief of the *Brazilian Journal of Probability and Statistics*, and an Associate Editor of the *Journal of Forecasting*.

Conference Topics and Sessions

An up-to-date version of the list of topics and sessions below (including topic convenors and session organizers) can be seen here: <http://www.maths.otago.ac.nz/icots7/?Sessions>

(Full details of the complete programme including topics, sessions and talks can be viewed in the Scientific Programme section of the IPC website: <http://www.maths.otago.ac.nz/icots7/>)

Topic 1. Working cooperatively in Statistics education

- 1A Working cooperatively to promote Statistical literacy
- 1B Co-operative efforts involving Statistics, local culture and consumers
- 1C Co-operative efforts involving Statistics and Mathematics education
- 1D Co-operative efforts involving Statistics teachers & researchers
- 1E Cooperation in statistics education in Latin America
- 1F Statistics education journals: cooperating not competing (panel discussion)

Topic 2. Statistics education at the school level

- 2A Successfully implementing statistical education in primary schools
- 2B Successfully implementing statistical education in secondary schools
- 2C Real data and project based statistical education
- 2D The use of technology to enhance the teaching of statistics at school level
- 2E Training teachers for statistical education
- 2F Developing a curriculum for the meaningful learning of statistics at the school level
- 2G Socio-cultural aspects of learning Statistics
- 2H Local teacher session

Topic 3. Statistics education at the post-secondary level

- 3A Statistics as a service subject in courses
- 3C Mentoring of graduate students
- 3E Multivariate statistics
- 3G Teaching consultancy skills to statisticians
- 3I Teaching Bayesian Statistics
- 3K Panel debate on teaching statistics in context
- 3A Statistics as a service subject in courses
- 3C Mentoring of graduate students
- 3E Multivariate statistics
- 3G Teaching consultancy skills to statisticians
- 3H Statistics learning with cases/projects
- 3I Teaching Bayesian Statistics
- 3J Sampling for surveys

Topic 4. Statistics education/training and the workplace

- 4A Statistics education and the engineering world
- 4C Statistics in medicine
- 4E Statistics for environmental science
- 4A Statistics education and the engineering world
- 4C Statistics in medicine
- 4D Statistics for future statisticians
- 4E Statistics for environmental science

Topic 5. Statistics education and the wider society

- 5A Statistical literacy: concepts, gaps, indicators
- 5B Statistics education and the statistics profession
- 5C Statistics and journalism
- 5D Statistics education and the world of life and health sciences
- 5E Statistics in the social sciences - psychology, sociology
- 5F Statistics in sport
- 5G Statistics education in the financial and actuarial world
- 5H Psychological and social issues in the teaching of statistics

Topic 6. Research in Statistics education

- 6A Research on statistical reasoning and thinking
- 6B Research on probabilistic reasoning and thinking
- 6C Research on developing statistical literacy
- 6D Researching assessment in Statistics education
- 6E Research on the role of technology in learning and teaching statistics
- 6F Theoretical frameworks and Statistics education research
- 6G Research methodologies in Statistics education
- 6H New researchers mentoring forum: panel and discussion

Topic 7. Technology in Statistics education

- 7A Building and using databases for student analysis
- 7B On-line course and web-based instruction
- 7C General purpose statistical tools for students
- 7D Interactive software targeting specific statistical concepts
- 7E Technology-intensive curricula and instruction
- 7F Principles and theories for the design of learning technologies
- 7G The role of simulations in statistics education

Topic 8. Other determinants and developments in Statistics education

- 8A Mass media and statistics
- 8B Statistics and the law
- 8C Projects and competitions in Statistics education
- 8D The methodologies for analyzing statistical education data or data for statistical education
- 8E History and the teaching of Statistics

Topic 9. An international perspective on Statistics education

- 9A Statistics teaching in South America
- 9B Statistics education in African countries
- 9C Statistics teaching in Asia
- 9D Problems related to teaching statistics in a developing country
- 9E CensusAtSchool

Topic 10. Contributed papers

Topic 11. Posters

Registration Fees

Conference Registration (US dollars)

Type of delegate	Date of registration (Starting 15/11/2005)		
	Early (Before 31/01/2006)	Late (Before 31/05/2006)	On site
International Delegates	360	430	490
International Delegates IASE and ISI members	330	400	460
Latin American and Developing Countries Delegates	170	200	235

The registration form will be available on the website by 15 November.

Fee Entitlements

Fees will include delegate bags, attendance to sessions, books of abstracts and book of programme, CD rom of proceedings, coffee breaks, welcome party and farewell dinner.

Lunches are not included in the fees. However, it will be possible to buy lunch tickets in advance for those wishing have the lunch at Othon Convention Centre.

Accompanying people who wish to participate in the welcome reception and conference dinner can buy tickets. Local tours will be arranged for accompanying people.

Refund/Cancellation Policies

60% of registration will be refunded for cancellations made before 31/05/06. After this date there will be no refunds.

Payment Options

It is anticipated that payment will be required by credit card, but payment options will be confirmed once registration commences. VISA, MASTERCARD and DINERS credit cards will be accepted.

Confirmation:

Bookings for the conference and accommodation will be confirmed by fax or e-mail within seven days of receipt.

Accommodation

Varied accommodation has been block booked at reduced rates for ICOTS-7 participants (see table of prices below). One of the options is Othon, the conference venue, where most people are likely to stay (see facilities at <http://www.othon.com.br/>). Rooms are subject to availability and will be confirmed on a first-come-first-served-basis. Breakfast and tax are included in room rate. Accommodation registration details will be available on the web site by November 15. Tour information will also be available at this time.

CATEGORY		1 night single	1 night double
Special	Bahia Othon Palace Official Hotel	U\$ 90	U\$ 100
Category A	Vila Galé; Atlantic Towers	U\$ 90	U\$ 100
Category B	Ondina Apart Hotel; Salvador Praia	U\$ 65	U\$ 75
Category C	Bahia Praia; Portobello Ondina	U\$ 50	U\$ 55

General Information on Brazil and Salvador:

Population	Brazil has a population of over 180 million, of whom 55% are white, 38% are mulatto, and 6% are Negro, 1% other (Japanese, Arab, etc.). The population below 20 years is 46.7%. Salvador population is around 2,250,000 inhabitants.
Languages	Portuguese is the main official language. The number of living languages listed for Brazil is 188. English is understood in tourist centers. Most people understand Spanish, and German in the south.
National Emblem	On the National flag is represented a view of the sky over Rio de Janeiro, with the Southern Cross constellation at the meridian, imagined as seen by an observer placed on the vertical line including the zenith of that city, from outside the sphere seen on the flag.
Climate	Salvador is a typical tropical city - located between the Tropic of Capricorn and the Equator Line - having an average temperature of 25 ° C (76 ° F) and a hot and moist weather. Salvador is one of the world's sunniest cities with 2465.9 annual hours of sun and clear skies all through the year. With an average annual temperature of 25.5°C, Salvador has only slight thermal variations present and always receives the soft ocean breeze. Temperatures in July range from 21°C, to 26 °C.
Time Differences	For most of Brazil, add one hour to Eastern Standard Time.
Water	Tap water is not recommended but bottled water is available from all hotels
Electricity	Electricity can vary within cities. Rio de Janeiro and São Paulo use 110 volts AC, Bahia (Salvador) and Manaus 127 volts AC, in Brasília and Recife 220 volts AC. Most hotels do provide 110-volt & 220-volt outlets or adaptors.
Recommended Clothing	Lightweight cottons and linens with waterproofing for the rainy season. Warm clothing is needed in the south during winter (June to July). Specialist clothing is needed for the Amazon region. Warm clothing is advised if visiting the southern regions in winter time. The sunlight is extremely bright and sunglasses are recommended.
Radio and TV	Numerous national and local radio and TV stations. International channels are available in most hotels.
Airport Transfers	The local committee is in touch with a taxi company which will operate especially for ICOTS7, from inside the luggage delivery area. The company is reliable and safe and will charge a fixed price. Prices will be announced later.
Currency	Real
Credit Cards	All banks and money exchange houses will change traveler's checks and foreign currency. It is wise to carry some cash in case you want to go out of the major cities and towns. Generally, MasterCard, Amex, Diners and Visa are accepted. Traveler's checks are accepted at hotels, banks and tourist agencies. (A number of banks including Banco do Brasil accept foreign cards in their ATM machines).

- VAT Value Added Tax is currently 14% and is levied on most goods offered for sale and on hospitality services. Refunds of VAT paid for goods (not services) may be claimed by foreign tourists. Details/procedure leaflets are obtainable at international airports.
- Passports and Visas When coming to Brazil, you must be sure that your passport is valid for at least six months after the date of entry. Check with your local Brazilian embassy or consulate whether or not you require a visa to enter the country.
- Safety In Salvador, like any other international city, it is sensible to take some precautions. It is strongly recommended that visitors avoid displaying expensive photographic equipment and jewelry. Deposit your valuables in the hotel's safety deposit box. Never leave luggage unattended in front of the hotel or in the lobby. Don't stroll round the streets after dark. If in any doubt please consult your hotel reception or the conference secretariat. Groups or parties are somewhat safer, so if you can, avoid going out alone late hours.
Remember: All participants are responsible for their own insurance.

More Information <http://www.dc.mre.gov.br/brasil/multimedia.asp>
<http://www.mre.gov.br/cdbrasil/itamaraty/web/port/index.htm>
<http://www.dc.mre.gov.br/brasil/img-bras.asp>
<http://www.dc.mre.gov.br/brasil/videos/brasil.mpg>

GENERAL REQUIREMENTS FOR ICOTS-7 AUTHORS

The invited and contributed papers of ICOTS-7 will be published by ISI and IASE as a CD-ROM and on the Internet.

A full description of all details for preparing ICOTS-7 papers is available in the ICOTS-7 IPC website (<http://www.maths.otago.ac.nz/icots7/>) under "Guidelines for Authors". The main points are:

1. The content must relate to the **teaching or learning of statistics**.
2. Authors have the option of a full paper *refereeing process* for those who desire it. The refereeing process provides a mechanism for peer review and critique and so contributes to the overall quality of ICOTS-7 scientific program. More details about the refereeing process can be viewed on the Website.
3. All papers which meet the instructions to authors will be published in the proceedings. Furthermore, those which also meet the refereeing process will be identified as having satisfied the refereeing process.
4. The **maximum length** of an invited paper is *six A4 pages* and a contributed paper is *four A4 pages*, single spaced using 11 point Times New Roman font. (Full details on the Website.)
5. The manuscript must be written in **English**.
6. Photographs, drawings, examples of children's work, etc., should only be included if they relate directly to the text and if they significantly assist the readers' understanding of the paper.
7. DO NOT include contact names and addresses or prices for materials available for sale. Readers can obtain these via the author/institution. Any papers about new materials should focus on their use. That is, they should report on how they were used and with what results.
8. The written permission of original copyright holders to reproduce any materials from other sources MUST be provided. A short example may usually be reproduced legally, but several examples (a whole page or a table/chart/ diagram) need permission. This applies even when the author originated the material and/or works for the corporation that published it.
9. Completed Author's checklist and a warranty statement from each lead author must accompany submitted manuscripts, see Instructions for Authors.

10. **Sample papers:** Sample papers can be found in the “Guidelines” section of the Website.

11. **Multiple papers:** If submitting more than one paper, use separate E-mail messages and attachments for each.

SUBMISSION OF PAPERS

- E-mail your manuscripts as attachments to your Session Organiser. Please check for viruses before sending.
- In your E-mail message, identify the file with the machine and word processing program used (e.g., PC: Word 2000), the file name and the author's name.
- Closing date for papers (invited and contributed) to reach your Session Organizer:
Final version: Nov. 1, 2005 (if to be refereed)
Final version: Jan. 1, 2006 (if not to be refereed).
- **Late manuscripts will not be published.**

The editors reserve the right to reject papers that do not conform to the guidelines or to return papers to authors for re-submission.

Important points concerning ICOTS-7

1. All ICOTS-7 participants including organizers, speakers etc. have to register for the conference.
2. There are considerable savings for people registering early (before January 31, 2006), so if you plan to attend ICOTS-7 you are strongly advised to register early.
3. Updates can be viewed at: <http://www.maths.otago.ac.nz/icots7/>.