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Ostend, xx/xx/xxxx

Dear **XXX** author,

We congratulate you with the acceptance of your submission as a **short** paper, after rigorous peer reviewing by the Program Committee. Enclosed you will find the author kit for preparing your final paper for the xxx Conference. *I would like to draw your attention to the updated instruction pages, the instructions of which you must follow to format your final paper.* Please note the paper submission deadline, which is **MONTH, DATE, YEAR**. This is a hard deadline, and papers received after that date cannot be included in the Conference Proceedings.

The general and detailed comments, if any, of the separate referees, are enclosed with this author kit. The comments are presented in their own words, and it might be possible that they did not fully understand your submitted paper because of differences in interest or opinion. Please, incorporate the comments in your full paper as much as possible, in order to improve the quality of your paper and therewith the quality of the Proceedings and the conference. The Program Committee will judge the final papers as well.

When you send your paper and other documents electronically, make sure they arrive in the correct format in our e-mailbox. You can ascertain this fact by putting yourself into cc.

Please also be aware as with the changes in the European VAT laws from January 1st 2011, we have to charge for XXX CONFERENCE, COUNTRY VAT on top of the registration fee. You can, of course reclaim this VAT by using the forms which will be linked on the CONFERENCE website shortly. Also do not forget to add in your own VAT number on the registration form.

If you have any further questions or requests, you can contact me. Further information about the conference will be published in the Preliminary Programme on our website on URL <http://www.eurosis.org/cms/?q=taxonomy/term/XXX>. See you in **CITY**.

Yours Sincerely

Philippe Geril

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