



INTERNATIONAL COTTON ADVISORY COMMITTEE

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Memorandum 762

To: Delegates to the Standing Committee and Coordinating Agencies
From: Executive Director
Subject: Country Statements for the 63rd Plenary Meeting
Date: June 23, 2004

Written detailed "country" reports are welcomed from all countries at each plenary meeting. The reports provide a strong base of statistical information used by the Secretariat and others throughout the ensuing year, and the reports provide a vehicle by which all in the cotton industry are kept informed of latest developments around the world. Therefore, I strongly encourage countries to complete reports for distribution at the plenary meeting in Mumbai, India.

If unable to attend the plenary meeting, member countries are encouraged to send a country report for distribution and inclusion in the Statements of the meeting.

Again, this year we are going to include documents on a CD. Reports received electronically at [<Secretariat@icac.org>](mailto:Secretariat@icac.org) by **November 7, 2004** will be included on the CD.

Reports should be in one of the official languages of the Committee, preferably in English. Delegations are asked to bring a minimum of 50 copies of their reports for distribution to other delegations (350 copies for distribution to all delegates and observers). The Secretariat would appreciate receiving reports following the attached "Guidelines for Authors." Reports will be published in English following the plenary meeting.

Copies of reports for distribution to delegates may be sent in advance to Mumbai:

East India Cotton Association
Cotton Exchange Building
2nd Floor
Mumbai
Maharashtra 400 003
India
Attn. Mr. S.M. Joshi
Executive Director & Secretary General

Shipping documents should reference:

Documents & Materials for International Conference
(63rd Plenary Meeting of the International Cotton Advisory Committee)
Mumbai, November 28 – December 3, 2004
Without Commercial Value

Guidelines for Authors

This ICAC **Guide** is designed to ensure that reports, statements and presentations to the meeting can receive the widest distribution and have the greatest impact possible. Copies of all documents received will be distributed to participants at the meeting and posted on the web on the day of delivery in Mumbai, India. Proceedings of the meeting, including the minutes of ensuing discussions, will be published as soon as possible when the Secretariat returns to Washington. Country reports, statements for plenary and open sessions and presentations received in advance will also be provided to the interpreters for improved communication during the meeting.

Copyright. By submitting presentations and statements to the ICAC Secretariat, authors assign copyright ownership to the ICAC for the purposes of publication in ICAC publications and distribution to the public.

Electronic format. The ICAC prefers to use electronic versions of all text and charts to ensure optimum reproduction. We are able to work with:

- Email with attachments – preferred method
- CD-ROM
- Macintosh or PC formatted

Formats

- **Text:** We prefer MS Word documents (either Macintosh or PC versions) but we can accept plain ASCII text files.
- **Photographic:** We prefer 400+ dpi TIFF or Photoshop ver. 5 images (at actual size). We can accept JPEG files.
- **Line art/charts/graphs:** We prefer PowerPoint files.
- **Graphics and other data:** We can accept Acrobat files (.pdf), Postscript files (.ps), QuickTime files (.mov), graphical image files (.gif), HTML files (.html), JPEG image files (.jpg), sound files (.wav), Illustrator ver 9 or lower (AI or EPS) or MS Excel spreadsheet documents (.xls).

Notes

- Provide all images (charts, graphs, photographs) as **separate** files.
- Ensure all color artwork is converted to CMYK (where possible).
- Use sans-serif typefaces such as Arial or Times New Roman.
- Avoid using lines with widths of less than 1 point.
- Scans can be made of hard copy images if necessary. We cannot scan in color.
- PowerPoint, Word and Excel files can be used as long as they **do not contain placed images**. Such images should be provided separately.
- Please ensure that all email messages, disks and hard copies are clearly labeled with the program/format and figure number(s) as necessary.
- Please send by email or express mail service. Declare a *zero value* on mailed packages so that we are not charged at delivery. The ICAC does not return disks unless requested.
- Please ensure that file sizes are as small as possible, so that they can be downloaded quickly.

Please also:

1. Include a short summary (no more than 50 words) to describe the contents of each file – this may be a caption or legend; and
2. Identify the types of files (program formats) that you have submitted.

Any questions about the submission or preparation of statements and presentations can be directed to authors@icac.org or (202) 463-6660 x 17.