### Submission Guidelines

1. Your abstract should use the ANS National template, and be 1-4 pages in length
2. Login to the EPSR system (located at the bottom of our conference homepage) and create a submission following the instructions therein
3. Acceptances will be announced February 21st, with revisions due on the February 28th

### Poster Presentation Guidelines

NOTE: Posters do not need to be submitted ahead of the conference - simply bring your poster, no larger than 4' x 4'. Surfaces to hang posters will be provided, as well as thumbtacks.

It is recommended that:

* Visual materials are displayed on a 4’ x 4’ poster board and read at a distance of a few feet
* Display material is mounted and organized in an attractive and logical way
* Presentations are a discussion rather simply than a recitation
* Material not pertinent to the subject of the presentation is omitted for the sake of brevity

Set Up and Take Down:

* You may assemble your presentation materials in the designated hall in your designated section
* All presentation materials you bring to the conference must be taken down by 2:45 PM on Saturday the 16th.
* ANS will not be responsible for materials left in the area after the presentation period.

Session Guidelines:

* Your presentation must be attended throughout the entire timeyou are assigned to be judged in by the primary author or co-author
* Materials should remain posted for the duration of all the poster presentation sessions
* Remember, this is an informal discussion and information exchange

### Oral Presentation Guidelines

NOTE: All presenters must register for a minimum of one day. If you wish to attend additional events or have guests, you will need to register them as well.

It is recommended that:

* All visual materials are prepared such that they are visible to everyone in attendance
* ANS has supplied a template that you can use for the conference, it is completely optional
* Your presentation is accessible and on hand prior to your presentation through some form (i.e. flash drive)

Session Guidelines:

* Please report 15 minutes prior to the start of the **session** to your Session Chair in the room assigned for your session (per the Program). If you have not already done so, please provide them with brief biographical information.
* **Technical Paper presentations (PowerPoints) will be given a 20 minute time slot, with 15 minutes for the presentation and 5 minutes for Q&A.** Please limit your presentation to the time indicated in the Official Program, and with your Session Chair.
* Please do not ask the Session Chair to reschedule your paper within the session. Many attendees schedule their attendance at various sessions in accordance with the times listed in the Official Program.
* All rooms will have a projector, screen, and laptop with internet access.