Presentation/Submission Format Options for A&WMA Annual Conference & Exhibition (ACE)

Your initial abstract submission provided a brief description of the topic you planned to present, which was used for initial screening and placement into an appropriate session with papers on similar topics. Depending on the type of session (Platform, Poster, or Panel) in which you will be presenting, several format options are available for required submittals of your work for review, and for final submittals of your work for inclusion in the proceedings. Select one of the following submittal format options for uploading into A&WMA’s online submittal system:

- Full-Length Paper*
- Extended Abstract*
- PowerPoint Slides
- Panel Synopsis (for panels only)

For more details, please see the detailed Guides on A&WMA’s website under Events / Annual Conference / Author Resource Center ([https://www.awma.org/ace2020authors](https://www.awma.org/ace2020authors)). Acceptable submission formats for presentations in each session type are:

1. **Platform Session Presentations:** Platform session presenters are assigned by the appropriate Technical Coordinating Committee (TCC), based on review recommendations, to participate in a platform session with other authors who are presenting on a similar or related topic. Each author is given 15 minutes to make an oral presentation of their work, findings, or case study to the audience—typically using PowerPoint slides—and an additional 5 minutes for questions. Depending on the option you choose for submitting your work, you will either receive a technical review or a content review. A technical review is a more careful look at the technical substance of the submittal, whereas a content review is more cursory with a focus on format and avoidance of overtly commercial aspects. Each Primary/Presenting Author in a platform session must use one of the following submission types:
   - Full-Length Paper or Extended Abstract, which will receive a technical review.
     - **Full-Length Paper:** Details all information on the topic to be presented; usually 7-16 pages.
     - **Extended Abstract:** Summarizes the topic to be presented and provides key details and conclusions; typically 4-6 pages.
   - A slide presentation, which will be given a content review.
     - **Slide Presentation Only:** PowerPoint slides presented at ACE in a platform session; typically, 10-20 slides. The final document submitted must be a final slide presentation if it is intended to be included in the proceedings.

2. **Poster Session Displays/Presentations:** Presenters are assigned to a single poster session. A poster board (approximately 4-ft high by 8-ft wide) will be available for mounting each presentation and must fit within the poster board. Presenters are required to display the poster board and be present during the full Poster Session to discuss their work, findings, or case study with visiting attendees. Each
Primary/Presenting Author of a poster must submit the poster slides providing adequate information on the contents of the poster presentation to receive a content review.

If you want a manuscript of your poster presentation to be included in the proceeding, use one of the following submission types to be included in the proceedings:

- Full-Length Paper or Extended Abstract, which will receive a technical review.
  - **Full-Length Paper**: Details all information on the topic to be presented; usually 7-16 pages.
  - **Extended Abstract**: Summarizes the topic to be presented and provides key details and conclusions; typically 4-6 pages.

3. **Panel Session Presentations**: A panel is a full-length conference session (typically 100 minutes long) that requires an initial panel abstract submittal, and generally consists of 3-6 panelists and a moderator. The panel format (length of each presentation by the panelists, and time allocated for Q&A and discussion) can be decided by the Panel Chair. Upon approval of a panel session, each Panel Session Chair must submit a Panel Synopsis with a narrative summary description of the panel topic and a list of panelists to the level of detail needed for the printed technical program. The Panel Synopsis, which will be printed in the Final Program, is limited to 250 words (or one column in the program). Please keep your Panel Synopsis within this limit, or it will be abridged and may not contain the specific information you deem most important (see the Panel Synopsis and Panel Extended Abstract Style Guide under Author Resources on the website).

   Optionally, the Panel Session chair may submit an extended abstract compiling the panelist presentations and is encouraged to append individual panelist manuscripts and/or PowerPoint slide presentations for inclusion in the proceedings, and will only receive a content review. The Panel Chair must compile the Panel Synopsis, and any optional submissions into a single pdf file after ACE for inclusion in the proceedings.

*Authors who submit a full-length paper or extended abstract also prepare slides in support of their platform presentation at the Conference. These slides can be uploaded as well as the full-length paper or extended abstract, at the author’s discretion, for inclusion in the final conference proceedings. This allows opportunity to provide updates to slides after presentation at the ACE. Further details will be provided when the final version of your work is requested. Anything submitted for inclusion in the proceedings requires a publication release and a certification that the author has authorization for any images used in the submitted manuscript.*