

## ICEAA 2018 Professional Development & Training Workshop

# Call for Papers Information

Upload your abstract and bio at:

[www.iceaaonline.com/cfp2018](http://www.iceaaonline.com/cfp2018)

### Important Dates:

**December 4, 2017:** Abstracts and bios due

**January 19, 2018:** Announcement of accepted abstracts

**March 26, 2018:** Papers, presentations, release forms, and confirmation of funding due

*Only those entries submitted with a long-form paper by March 26 will be considered for Best Paper Awards*

**Author Bios:** As with the paper abstracts, authors must submit a 75-word (maximum) bio for use in marketing pieces and the onsite program. Bios are required for the lead and primary authors only.

**Lead Author:** The lead author will be the primary contact for all submissions, questions, or requirements regarding the presentation. This author will be listed first in descriptions and is responsible for sending information for all other authors and contributors. The lead author must attend the workshop to give the presentation.

**Primary Authors:** Individuals playing integral roles or providing key contributions to the paper should be considered primary authors. Primary authors will be contacted during the approval process and usually attend the workshop to present the papers.

**Contributors:** If an individual served a minor role in the research, provided subject matter expertise, or otherwise made a small addition to the paper, that person should be considered a contributor. Contributors are not usually presenters, they will not be contacted during preparation for the workshop, and will not be listed in the program, mobile app, or website.

**Release Forms:** The release form allows ICEAA to print and distribute information about your paper. Should you fail to submit a release form by the **March 26** deadline, your presentation will be removed from the schedule and you will not present at the workshop.

**Abstracts:** The purpose of your abstract is to give program committee members and workshop attendees an understanding of what to expect from your presentation. A 75-word (maximum) abstract summary is required for use on the ICEAA website, in marketing pieces, on the attendee app, and in the onsite program to help attendees choose which paper sessions to attend.

**Best Paper Awards:** To be considered for the ICEAA Best Paper Awards, a long-form paper must be provided by the **March 26** deadline. Presentations submitted without a paper will be put on the schedule but will not be considered for a best paper award.

Should a paper with multiple authors win a best paper award, a maximum of two authors will receive commemorative plaques. Authors of winning papers may purchase additional plaques through the ICEAA office after the workshop.

**Confirmation of Funding:** Authors of accepted abstracts must provide confirmation of funding for their attendance and travel to the workshop by **March 26**. Those authors whose funding is not available by the deadline must provide a credit card number to hold their time slot. These cards will be charged on June 1, 2018 if alternative payment is not yet received.



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## Presentation Do's and Don'ts:

Your presentation should be 30 minutes long to allow for questions before the 45-minute session concludes. There **will be breaks** between the sessions, so you do not need to stop before the time allotted to allow your attendees to get to their next session.

**Rehearse** your presentation several times before the workshop, not just by reading aloud in your head but in front of a group of people. This ensures you have accounted for changes in your speech patterns when speaking publicly.

**Don't** make your PowerPoint a bulleted copy of your paper. A PowerPoint is intended to provide a supporting outline of key points that the presenter expands upon while speaking; a well-constructed PowerPoint should not function without a presenter.

**Include** graphs, charts, and pictures to keep your presentation visually interesting. If the charts or graphs include data that is integral to the presentation, make sure they are large enough to be seen by an attendee at the back of the room (approx. 20').

Be conscious of **font size and spacing**. With few exceptions, all of your content should be in 18pt font or greater and line spacing should be arranged so that it is easy to see which lines belong together and which are separate points.

Presentations **must** be on the same topic and cover most of the same material that was featured in the accepted abstract. The title and some content of your presentation may change, but if it is determined that your presentation differs significantly from the accepted abstract, it may be removed from the schedule.

The presentations received by the March 26 deadline must be **advanced** drafts of the presentation, close to what attendees can expect to see at the Workshop. During the month of April, the track chairs will be reviewing

each presentation and providing feedback on formatting, content, and style. You will be provided time before your final presentation is due to make final updates or adjustments.

Do **not** include references to or promote products in your presentation. When demonstrating a method or finding, screen shots of software or other products may be included in your presentation to show the work done, but be careful to focus on the accomplishment rather than the tool used. Any papers or presentations that are determined to be promotional in nature whether before or after approval will be **removed from the schedule**.

During the presentation, you may share your contact information or hand out your business card, but you may **not** create sign-in sheets or attendance records. You may **not** distribute any marketing materials for a product, service, or company. Should you wish to provide a promotional presentation, ask us about conducting a Technology Showcase Webinar.

**Request** funds or approval for attendance early. If your paper is chosen for a presentation, you will be required to register for the workshop. If your funds are not approved by March 26, you must provide ICEAA with a credit card number to hold your spot. We will not charge your card the card until June 1 to allow for late funding approvals. We understand that funding can take time to get approved, but cannot risk scheduling or promoting any speaker who is not confident enough in their eventual funding approval that they're willing to put down their credit card.

**Make your hotel reservation** early. Staying at the host hotel is the most convenient option for speakers and our hotel room block tends to sell out fast. The hotel will allow you to cancel your room without penalty within a week or less of your stay, so even if you're unsure of your funding, book your room early and cancel later if you must.

