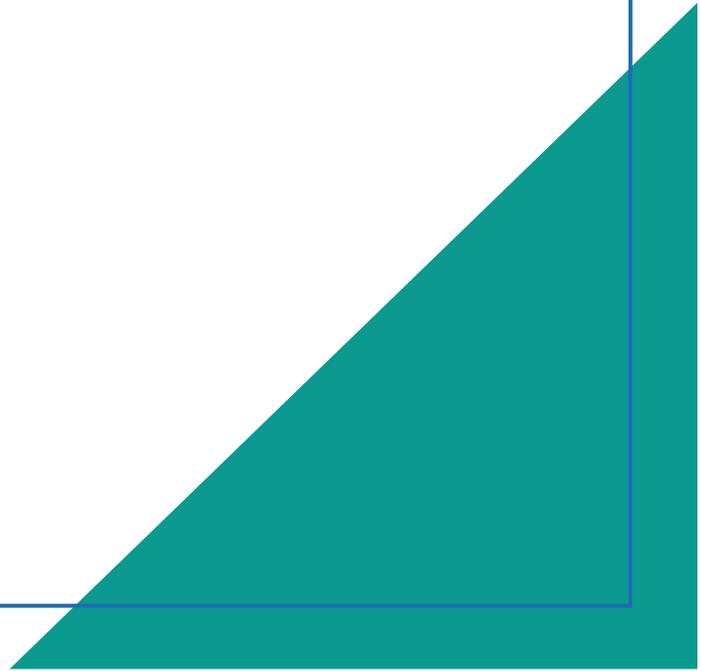




JETC Call for Presentations: Submitting Your Abstract





www.samejetc.org



Preparing Your Submission

Review/Download

- Submission Guidelines
- Speaker Agreement
- CFP Sample
- FAQs

Create your Submission in Word

- Spell Check
- Check for completeness

Have Information for Co-Presenters

- Email
- Bio



Starting Your Submission

From the CFP page, click on the **Start** button



Enter your last name and email in the Search boxes.



If you are not in our system, you will see an "Oops" message and will need to click **Create New Profile**



Author/Speaker Information



Role: Speaker or Moderator



Name, Title, Company, Email, Cell



Bio (250 words max)



Qualifications on Subject (100 words)



Abstract Information

Track

- 9 technical and business-related tracks

Micro Session Theater

- 20-minute presentations in the Exhibit Hall

Session Title (10 words max)

- Catchy, compelling, and descriptive

Description (200-400 words)

- Succinct, full description

Program Description (50 words max)

- Sell you session

Learning Objectives (4 required)

- Active voice, what will the audience learn

AIA LU and HSW

- Does your session meet AIA requirements?



Abstract Information continued

Target Audience

- General, Intermediate, Advanced, Expert

Additional Comments

- Elaborate on your presentation. DO NOT add co-presenters / panelists here

Proof of Performance (Recommended)

- Link to 1-2 minute video

Submitting as

- Sole presenter, Co-presenters, Panel

Moderator

- These are crucial partners to help your session run smoothly. If you don't have one, SAME will provide one

Re-broadcast your session

- Permission to re-broadcast the audio from your session, post-conference

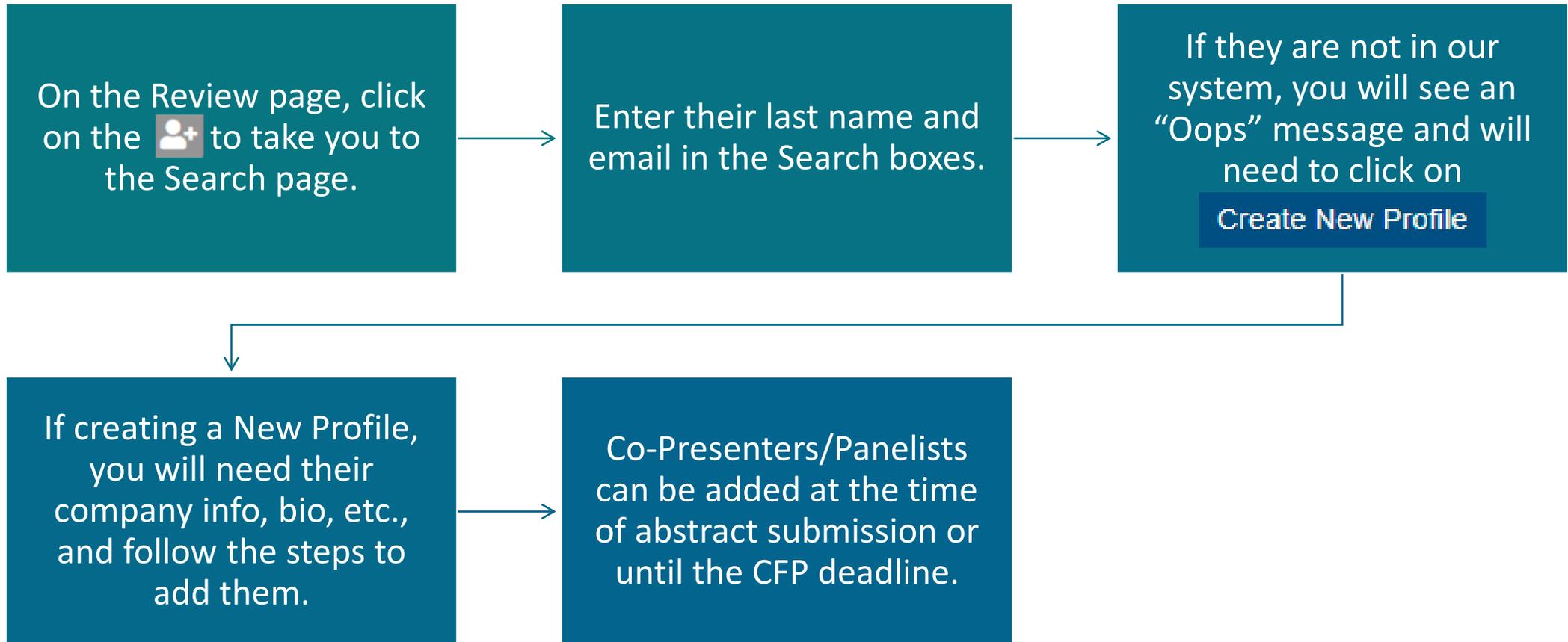


Review Information

- Add additional presenters using the  icon
- Review your abstract information and make any edits using the  icon
- Click **SUBMIT**. You **MUST** submit the abstract for us to receive it.
- Once you submit, you will be re-directed to a Thank You! page. Please save  a copy of the abstract for your records.



Adding Co-Presenters/Panelists





Abstract Service Center (ASC)

Successfully submitted abstracts will generate a confirmation.



You can print the confirmation from the Thank You! page. Also, look for the email in your Inbox or Junk/Spam folder.



If you do not receive an email within 5 minutes of submitting, please contact sessions@same.org so we can check the status.



Use the Login Info in the confirmation to access the ASC to modify your abstract and add/change presenters until the CFP deadline.



**Contact us if you have
questions about the CFP
process**

sessions@same.org