

## Appendix 2b, AFS Conference Presentation and Manuscript Guidelines

The deadline for submission of presentations and manuscripts for proceedings is **March 23, 2018**. Any materials submitted after the date will cause a delay and they may not be available to attendees. The guidelines for Proceedings are as follows:

### **Presentations:**

The sessions at AFS Conferences are noncommercial forums for educational purposes. Presentations must be technical in nature. You may not at any time or in any manner promote a product, service, or anything related in which you have a financial interest. ***Your company logo may appear on the cover slide only of your presentation.***

Oral presentations of contributed papers are strictly limited to 25 minutes, which includes 20 minute presentation and 5 minute audience discussion and questions.

### **Manuscript:**

- Language - The manuscript must be in English.
- Margins - One-inch (1") margin on all four (4) sides--top, bottom, right, and left. The text should be left justified only.
- Paper Size - The original must be formatted for paper - 8.5 inches by 11 inches.
- Spacing - The text should be single spaced. Block paragraphs are preferred (no first-line indent; blank line between paragraphs).
- Type Style - 12-point Times New Roman.
- Title - The title of the manuscript must be the same as the title which appears on the printed program. The title should appear on the first page of the manuscript, at the top, centered in title case. The authors' name (s), degree(s), and certification(s) should be directly underneath the title. Presenting and/corresponding author will be denoted with an asterisk.
- Content - Outlines are NOT acceptable. The text of the manuscript should cover the main points of the presentation that will be given, and should be in manuscript format.
- The manuscript should include abstract, introduction, empirical or modeling studies and result and discussion. It is recommended that authors specify the scope of the manuscript.
- Illustrations: Drawings, charts, or pictures that readily reproduce are acceptable.
- References: Literature citations are highly encouraged.

- Products: If specific products, equipment, etc. are included, please include the name and address of the manufacturer.
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### **Copyright Release Form:**

All presenters must complete the Copyright Release Form. The form will be sent to accepted presenters after abstract review is complete.

### **Audio Visual:**

Each meeting room will include the following audio-visual equipment:

- LCD Projector
- Laptop – must use in-room laptop
- Screen
- Lavalier microphone
- Standing microphone(s) for audience Q & A

If you need additional information or have any questions, please feel free to contact Lyn Sholl, Executive Director, AFS at [lyn@afssociety.org](mailto:lyn@afssociety.org) or Deahna Cring, Conference Coordinator at [deahna@afssociety.org](mailto:deahna@afssociety.org).