



PROCEEDINGS SUBMISSION/EXTENDED ABSTRACT UPLOAD INSTRUCTIONS

ALL SUBMISSIONS TO MUST BE IN ELECTRONIC FORMAT

All documents MUST arrive by FEBRUARY 25, 2019

All submissions MUST include 5 keywords (see template file)

Do not include page numbers or any other information in the header or footer areas

1. What to Send:

You should create a single zip file or folder containing all files. The name of the file should be 19s_ followed by the submission number assigned.

Authors must send a PDF file of the complete submission as they intend it to be read and all of the source files (text and figures).

A completed Copyright Transfer Agreement **MUST** accompany each submission.

Zip File Checklist (*required files for each submission*):

1. PDF of complete submission as it is intended to be read
2. Source Files (text and images separately)
 - required for each submission or extended abstract supplied to Springer for publication
 - not required if submitting PowerPoint materials
3. Completed Copyright Transfer Agreement
4. Completed brief Biography Form

If you do not want your submission to be sent to Springer for publication, you MUST notify Shari Matthews via email at shari@sem.org. The subject line of your email should state "Do NOT send my submission to Springer" and your email must include your submission number and submission title.

2. How to Name the Files:

Files should begin with the submission number that was assigned by SEM, followed by an underscore (_) and ending with the first three (3) letters of the corresponding author's last (family) name. For example, a submission by Dr. Proulx and assigned submission number 467 would use the following file name: 467_pro.pdf.

Figure files should follow the same format and end with the Figure number. For example, Figure 1 in a submission by Dr. Proulx and assigned submission number 467 would use the following file name: 467_pro_Fig1.eps.

3. File Formats Accepted:

Text files should be in Microsoft Word. If you cannot submit as a Word document, LaTeX files are acceptable.

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable. Indicate what graphics program was used to create the artwork.



4. How to Upload Your Zip File:

Go to <http://sem.org/> and click Login in the upper right. Enter the username and password used to submit your initial abstract. You will be taken to your Profile. On the right under ANNUAL 2019, click on Abstract/Submission Portal. You will be taken to the “complete” page. You will see all your submission(s). Click on View, on the right, of the submission you are uploading files for, and then update ANY information that may have changed i.e. title/abstract/author information since your initial submission, then follow the steps to upload your .zip file.

5. Comments on the Preparation of PDF Files:

Please pay attention to the following details when preparing your PDF files.

- a. Select “Print Optimized” (NOT “screen” or “press”).
- b. DO NOT “down sample” or print to “screen image.”
- c. Security should be set to “None” with no password protection.
- d. All fonts should be embedded.
- e. Graphics should be in the final printing resolution, i.e. images at least 300 dpi, line drawings should be 600 dpi.
- f. Graphics should be placed in the word processing application at their final size and resolution. Do not place the graphic in the word processing application and then reduce. Reduce the size of the image in its original file and then place it. This will minimize the file size of the final submission.
- g. Final PDF files should not exceed 10 MB.

Deadline:

All files **must** be received (uploaded) at SEM by **FEBRUARY 25, 2019**. There will be **no extensions** given all submission (full paper/extended abstract/presentation materials) must be uploaded by the close of business on, **February 25, 2019**.

If you have any questions regarding the submission of your conference proceedings submission, please contact Shari Matthews, at (203) 790-6373 x105, email shari@sem.org.