



Technical Paper/Poster Paper/Tutorial General Abstract Information

Guidelines

- All sessions will be unclassified and open to the general T&E community; however, restricted sessions (up to Controlled Unclassified Information (CUI)) may be made available with prior consent.
- Abstracts should be noncommercial in scope, pertinent to technical topic, and no longer than 500 words. Unless notified during the submission process, all abstracts will be made available to our attendees and potentially to the general public.
- If required by your organization, please ensure your abstract has been approved for public release and cleared through your organization and/or base prior to submitting for consideration.
- Once abstracts are accepted, authors will be notified and will be given the contact information for their Session/Technical Chair.
- **Abstracts must be submitted in Word and named "Presenter's Last Name_Presentation Title"** Failure to comply with this requirement could result in returning your abstract for completion.
- **Each presentation will have one presenter and will pay a discounted rate of \$495.** If you would like to have a secondary presenter, they will register at the current registration rate.

Type of Abstract

- **Tutorials** are part of the pre-Symposium schedule and are either 4 or 8-hours in length. They should include comprehensive presentations on well-established topics and may include hands-on exercises on using various software and/or hardware tools.
- **Technical Track Session** presentations are shorter than tutorials and usually last 20 minutes with an additional 10 minutes for questions. Technical Track Session presentations give quick holistic overviews of interesting emerging topics with a concentration on fundamentals and projection about the future of these topics.
- **Poster Presentations** are usually displayed in the Exhibit area and are designed to present Works-in-Progress, new ideas, and emerging fields and research topics in test and evaluation. Poster presenters are expected to bring their printed poster and handouts, and to be present during scheduled times for the Poster Presentation session(s). Attendees will browse the posters and directly interact with the presenters. The poster sessions are intended to be an informal, conversational forum for new ideas.

Presentations

- Should contribute technically sound knowledge in a particular area of test and evaluation.
- Provide new knowledge or experience that has not been published previously.
- Not be commercial, marketing, or "infomercial" in nature. The presentation's introductory slide is the only slide that may contain the presenter's company name and/or logo. Presentations that promote specific companies, organizations, products, or services are reserved for the Exhibit Hall or Vendor Track Sessions, and strictly prohibited in pre-workshop/symposium tutorials, technical sessions, or other presentations in the general session.
- If you would like to also submit a paper for consideration for publication in *The ITEA Journal of Test and Evaluation* you will need to prepare a full manuscript that adheres to the Journal guidelines. For the guidelines, please visit <https://www.itea.org/submissions/>