

**ISPN Guidelines for the Submission of
Presentation Materials for the Annual Conference
March 7-11, 2017**

All oral presenters at the ISPN 2017 Annual Conference are asked to provide their presentation materials (outline, PowerPoint document [6 slides to a page], handouts, references, web references, etc.) for posting on the ISPN website (www.ispn-psych.org). Your information will be available for attendees to download prior to the Annual Conference.

Presentation materials must be received by the ISPN no later than **January 6, 2017**. The length of the contribution is limited to no more than 20 pages. Please proof your contribution carefully before submitting it to ISPN. ***You will be responsible for distribution to attendees after that date.***

Presentation materials must be submitted electronically.

Electronic Files Accepted:

Microsoft Word - use Times, Arial, or Helvetica fonts for the text

PowerPoint - use Times, Arial, or Helvetica fonts for the text

PDF file - embed the fonts, or use Times, Arial, or Helvetica in your original document

Length: 20 pages maximum

When submitting electronic files, if you are using any symbols, please use the symbols font, rather than an obscure key combination. In some cases, you may want to spell out the word(s) rather than use symbols.

All presentations must be set up with a minimum of a **3/4 inch margin** on all sides.

ISPN cannot accept presentation materials that contain **copyrighted materials**, other than those elements that have been copyrighted by the submitting author. The exception to this is if you have obtained permission from the originator to use their materials. If this is the case, a credit line must appear within your presentation materials.

In order to ensure a clean copy for our printing purposes, it is wise to keep **charts and graphic elements** visually simple.

Please look over your documents before submitting to make sure you have accurately included all information. On PowerPoint slides, all content must be within the frame of each slide. The ISPN will not review or edit your contribution. It will be displayed on the ISPN website as submitted.

If you have any questions, please contact:

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