



INCOSE International Symposium Preparation Guidelines for Presentations

Purpose

This document is intended to help authors prepare a paperless presentation for the Annual INCOSE International Symposium. To access documents referenced below, go to the Downloads section of the INCOSE IS website: <https://www.incose.org/symp2023/downloads>.

A PowerPoint document template is available from the INCOSE IS website. Before finalizing the presentation, review the “Presentation Evaluation Criteria” available from the INCOSE IS website.

IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for the INCOSE International Symposium. INCOSE does not share information with third parties.

For presentations a single-blind review process will be followed. This means that the reviewer’s identity will be concealed from the submitter but the reviewer will see the identity of the submitter.

If your submission is accepted, it *must* be updated to address all feedback and suggestions from the reviewers. Final submissions will be checked against reviewer feedback to ensure adherence.

All attendees, including presenters, must register and pay for at least the one day they are presenting for the International Symposium.



Submission Process

To submit a presentation:

1. Download the presentation template from the INCOSE IS website.
<https://www.incose.org/symp2023/downloads>.
2. Complete the presentation. Delete all instructions and sample text in the template before finalizing the presentation.

Note: The initial submission requires information about your presentation and speakers, but the presentation itself need not be submitted in Easy Chair. The presentation does not have to be completed before your initial submission.

3. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.
4. Access the online submission site for presentations and log into EasyChair. Links to the online submission sites are available in the Downloads section of the INCOSE IS website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions on EasyChair website to create a new account.

Note: Before submitting a presentation, carefully review the instructions for this type of submission and make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

5. If you are not automatically directed to the submission page, click **Add a Submission** on the menu at the top right of the page.
6. Complete the necessary fields in EasyChair for your initial submission. Review and confirm that all of your entries are correct, then click **Submit**.
7. After the submission is complete, a confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact the IS organizing committee (is_techprogram@incose.org) for confirmation.

If necessary, use the options in the top-right corner of the confirmation page to modify your submission any time before the submission due date.

8. If your presentation is accepted:
 - a. It **must** be updated to address all feedback and suggestions from the reviewers. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
 - b. Each author must provide an IP release form. IP release forms will be due after acceptance. The acceptance email will contain the submission instructions.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact the Technical Program Chair (is_techprogram@incose.org) for assistance.



Submission Worksheet

Note: This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

Presenter Information

Populate this information in the *Author Information* fields in EasyChair. Add or delete columns as necessary for fewer or additional presenters.

Contact Details	Presenter 1	Presenter 2	Presenter 3
First Name As it should appear in the symposium program and advertising.			
Last Name As it should appear in the symposium program and advertising.			
Email <u>Note:</u> This email address will be used as the primary means of communication with each author.			
Country/region <u>Note:</u> This information will be used to assess geographical representation in the Technical Program.			
(form continued below)			



Contact Details	Presenter 1	Presenter 2	Presenter 3
<p>Organization Complete business, school, or organization name as it should appear in the symposium program and advertising.</p>			
<p>Web page Can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.</p>			
<p>Corresponding Author Indicate whether each presenter should be included on correspondence regarding the submission and symposium. If there are multiple presenters, select at least 2 corresponding authors.</p>			



Submission Information

<p>Title</p> <p>Enter the title (20 words or less) as it should appear in the symposium program and advertising material.</p> <p><u>Tip:</u> Select a succinct and attractive title. A poor title can discourage attendance.</p>	
<p>Abstract</p> <p>Enter the focus of the presentation (1000 words or less). Address what knowledge or skills participants should expect to learn by attending this session. This is what will be evaluated to determine if the presentation is accepted since the presentation itself is not required at this time.</p>	
<p>Keywords</p> <p>Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.</p>	
<p>Topics & Domains</p> <p>Select no more than 3 topics and 3 domains. Only select topics and domains relevant to your submission, as this information will help symposium organizers optimize the placement of the session. For options, refer to the “Submission Review Categories” document available from the INCOSE IS website.</p>	
<p>In person or virtual presentation</p> <p>Select if the presentation of this paper will be in person or virtually. Note that these two options will separate the submissions for the duration of the review process; therefore, changes to this option will only made by exception with an email to the Technical Program Chair. Note that an acceptance using one option does not mean an automatic acceptance in the other.</p>	
<p>Short Biography of Presenter(s)</p> <p>Please enter a short biography (50 to 100 words) for each presenter</p>	



Description for Program Enter a description of the presentation that will be used in the symposium program and advertising material. If this is left blank then the abstract will be used.	
Benefits of Presentation Describe (100 words or less) the benefits of submitting this information as a presentation rather than a paper.	
Suggestions for future Topics or Domains Suggestions will be considered by Tech Ops for next year's submission process, especially if we receive many similar requests.	