

INCOSE Events Portfolio

Preparation Guidelines for Presentations

Purpose

This document is intended to help authors prepare a presentation only for an INCOSE Event. To access documents referenced below, please visit: <https://www.incose.org/publications/proceedings>.

A PowerPoint document template is available from the INCOSE IS website. Before finalizing the presentation, review the "Presentation Review Guide" which is also available at the above link.

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 Event. 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 attending and presenting at the INCOSE event.

Submission Process

To submit a presentation:

1. Download the presentation template from <https://www.incose.org/publications/proceedings>.
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 submission and choose the Presentation track and log into EasyChair. Links to the online submission sites are available at the specific INCOSE Event's 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. Ensure you select the Presentation only track.
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 INCOSE's Events Team (events@incose.net) 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. You must provide a zip file containing a signed IP release form from each presenter. Upload the zip file with your submission in EasyChair.

After updating your submission, you should receive a confirmation email within minutes. If you have any difficulties, contact INCOSE's Events Team (events@incose.net) 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.			
Affiliation (complete business, school, or organization name as it should appear in the symposium program and advertising)			

Contact Details	Presenter 1	Presenter 2	Presenter 3
Corresponding Author / Presenters 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.			

Submission Information

Title Enter the title (20 words or less) as it should appear in the symposium program and advertising material. <u>Tip:</u> Select a succinct and attractive title. A poor title can discourage attendance.	
Abstract Enter a brief synopsis (1000 words or less) of the focus of the session as it should appear in the symposium program and advertising material. Also address what knowledge or skills participants should expect to learn by attending this session.	
Keywords Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.	
Topics & Domains 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.	
In person or virtual presentation Will the presentation be in person at the IS or will the presenter attend and present the material virtually?	
Primary Sector Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the main author of the paper.	

Program Description This description will be used in the official program to advertise your session should it be selected. This should be compelling but will not be used during the review process.	
Other Application Domain If you chose Other as your Application Domain, please name the new Domain below.	
Short Biography of Presenter(s) Please enter a short biography (50 to 100 words) for each presenter	
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 Your suggestion will be considered for next year's submission process, especially if we receive many similar requests.	