# Final Submission Guidelines

The 2017 ASDSO Conference Proceedings will be distributed to conference participants as an electronically downloaded PDS document. In order to meet the publishing deadlines, final papers must be submitted by the end of business on Friday, August 4. Submissions received after this date will not be published.

Please review the following instructions so that we can deliver a top quality electronic publication.

1. By July 6 most of you will have either received comments and suggestions directly from your draft reviewer, or viewed them on the site itself. Please contact Susan Sorrell at sasorrell@damsafety.org if you have not seen your review comments by COB on Thursday, July 6.

2. While finalizing the paper, please refer to the required **style template** accompanying this bulletin and downloadable from the Speaker's Toolbox page of the ASDSO website. Pay particular attention to three important features of this new template:
   - The template is in Word format, so you can type over the sections, or cut and paste into it to produce a proceedings entry with the correct formatting.
   - Note the exact language in the footer, required for every page.
   - Author biographies are to be appended to the end of the paper.

3. Remember, there is no strict page limit for your final paper. Please use good judgment and include all of the pertinent and valuable information you can, while keeping the paper to a size that you would consider manageable as a potential reader.

4. Guideline on use of copyrighted material: Instructors are responsible for obtaining copyright permissions for materials (text, photos, charts, formulas) taken from other sources. Contact the copyright holder directly, or check with the Copyright Clearance Center at www.copyright.com.

5. Use the link provided to access the Omnipress/CATALYST site and submit your final paper. Please upload your paper under the **Final Paper Upload** tab and click "Submit" to complete the submission.

6. While on the site, please double-check these two very important items:

    Title: Please verify your final paper title and your audio-visual request.
    Authors: Click on the "Author Info" tab to verify your contact info and add co-authors as appropriate.

7. For technical assistance at any time, please click the blue Support link at the top of your screen.
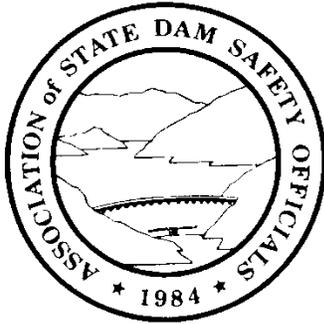
At the Conference

MEET WITH YOUR MODERATOR

In August, your session moderator will contact you to set up a meeting to discuss final details regarding the location of your session room, time changes, a review of maximum presentation time limits, etc. These meetings are typically scheduled on the day before your agenda presentation. Session moderators will also provide assistance and answer questions on the use of A-V equipment, lighting, and room setup. Please make it a priority to attend this short, informal meeting.

SPEAKERS PREVIEW ROOM

A speaker's preview room will be open during conference hours beginning on Sunday, September 10. Please take advantage of the opportunity to familiarize yourself with the A-V equipment, and to rehearse your presentation a final time.