

# Draft Paper Guidelines

The Dam Safety 2018 Conference Program committee has developed a process for peer review of papers selected for the conference agenda and proceedings. Each paper will be reviewed for technical accuracy, clear focus, and readability.

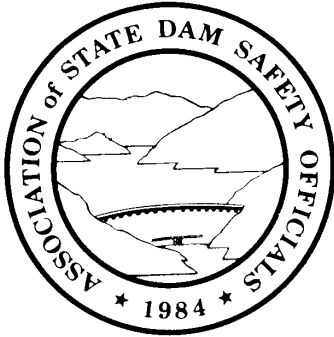
**Draft Paper Formatting Guidelines:** In order to facilitate the review, we ask that you simply format your document with wide margins (1 or 1.5 inches) and double-spaced text. Times New Roman, Arial or any other common and easily readable font in 10 or 12 point type are preferred. As the proceedings will only be published in digital (not printed) form, ***you do not have to adhere to a strict page limit for your final paper.*** We acknowledge that all topics are different, and encourage all authors to produce a concise entry that covers the main points of your topic in an efficient manner. Many of the most successful proceedings papers do just that within a range of 8-12 pages.

**Deadlines:** Your draft paper must be submitted to the OmniPress on-line collection website by June 4, 2018. Your draft will be reviewed by a committee member, and comments will be returned to you by June 25. Final papers are due August 6. Please observe these deadlines – the schedule is tight, but necessary to allow production of the proceedings document prior to the conference.

**Content:** Your draft paper should contain all of the technical content (text) of the final paper, as well as your photos and graphics where possible. Drafts must be edited for grammar and spelling before submittal. A technically accurate, complete document will not require substantial edits after the review period. Please embed all graphics into a single electronic file, as the website will only accept ONE file per submission.

**Policy regarding Late Draft Papers:** Draft papers which are submitted too late for review will not be published in the conference proceedings. Please call Susan Sorrell at ASDSO (859/550-2788) as soon as possible to discuss any problems meeting the established deadline.

**Speaker Bios:** A one-paragraph bio-sketch of each lead or presenting author should be included **at the end of your paper.** Bios are optional for non-presenting co-authors. The bio must be in paragraph form - resumes will not be accepted -- and must include the author's full mailing address. Phone numbers and email addresses are optional.



# Audio-Visual Equipment

The **Audio-Visual Request form** is contained in the Precis on-line submission process. Please don't skip over this section when you are submitting your draft paper.

For high quality, effective instruction, ASDSO strongly encourages conference speakers to use a web-based or installable presentation software program such as Powerpoint, Prezi, or similar tool.

ASDSO will provide the following audio-visual equipment in every session room: LCD computer display projector with DI sound capability, screen, laser pointer, and a lavalier-style microphone. Alternative projection equipment (slide, overhead, or video) can be provided in accordance with your advance request, if submitted before the June 4 deadline.

**Note:** Laptop computers are not automatically provided for all sessions. Your session moderator will contact you in August about coordinating the use of a computer among the presenters in your session. You will be asked to bring a copy of your presentation on a flashdrive to the conference.

In order to avoid complications with presentations created on different versions of your selected software tool, please use the most universally compatible version to create your presentation, and save a separate (back-up) copy in a second version.

At least one day prior to your session, your moderator will schedule a time to meet in the preview room to load and review the presentations, and to assure compatibility of the software, operating system and projection equipment. Please make this important meeting a priority while planning for the conference.