Informational Sessions
What You Need to Know

Non-Paper Informational Sessions provide a forum for the presentation of information and ideas for discussion without the requirement of a formal paper. Submit your abstract today, be recognized for your ideas at AMPP Annual Conference + Expo, and join us in Denver, Colorado from March 19-23, 2023.

Key Deadlines for 2023 Annual Conference + Expo:
- Call for Abstracts Opens: Tuesday, September 6, 2022
- Call for Abstracts Closes: Monday, November 28, 2022
- Draft PowerPoint Presentation Upload Due: Monday, February 6, 2023

How do I submit a short abstract for consideration in an Informational Session?

AMPP uses an online system, Paper Trail, through which authors may submit their abstracts. Prospective authors who wish to present a paper should submit a paper title, complete author contact information, a short abstract (300 to 400 words), and key words. You must submit complete contact information for each co-author. The system will not allow you to save and submit incomplete address information. Short abstracts are published at the conference for reference.

What is commercial bias? Can I include trade names in my presentation?

The name given by a manufacturer or merchant to a product, process, or service to distinguish it as made or sold by the concern which may or may not be used or protected as a trademark. Trade name also refers to any name under which the concern does business (e.g., company name, association, organization, etc.). This definition includes company names in addition to product, process or software names, URL (Web) addresses, and does not exclude names that are not necessarily copyrighted or have a trademark. Commercialism in the presentation (e.g., references to trade names, company names, product names, etc.) must be avoided. No more than one reference may be made to any product or company in the presentation.

If I present in an Informational Session, do I need to complete a copyright form? Will I be prevented from presenting this work in other publications or at future conferences?

Presentations given in an Informational Session are not required to complete a copyright agreement. Authors can still submit this work for consideration in other venues (i.e., conferences and journals) without needing authorization from AMPP. Note, tables, figures, and captions should still cite sources, when applicable.

How shall I present my work in a Informational Session at AMPP Annual Conference + Expo?

PowerPoint is the preferred program for presentation slides. If an author would like to use an alternative delivery method, please contact AMPP staff. All presentations must be submitted through the Paper Trail system prior to arriving on-site at the conference. The default presentation time is 20 minutes. Five minutes at the end of the presentation should be reserved for questions and discussion. AMPP Headquarters will set the starting times and inform authors of the time schedule. The author must present at the time that is printed in the final program. A “speaker timer” is used on the podium to maintain the schedule.

Is my Informational presentation subject to the same rules and guidelines as peer-reviewed symposia at AMPP Annual Conference + Expo?

No, Informational presentations do not follow the same deadlines or rules as peer-reviewed symposia presentations at AMPP Annual Conference + Expo. While there is valuable guidance found in the technical program manual that is published by the Conference and Exhibition Program Committee (CEPC) that Informational presenters may find useful, the deadlines that apply to Informational presentations are listed at the beginning of this document.

Do you have additional questions? Please contact AMPP staff at papers@ampp.org.