



MARK YOUR CALENDARS

APRIL 11-15, 2027

COLUMBUS, OHIO



TECHNICAL PROGRAM MANUAL

Presentation-Only Session

AMPP Annual Conference + Expo 2027

April 11–15, 2027

Columbus, Ohio, USA

15835 Park Ten Place, Houston, TX 77084-5145

Main Phone: 281-228-6200

General Questions: presentations@ampp.org

Table of Contents

- I. [Welcome Letter](#)
- II. [Technical Program Deadlines](#)
- III. [Requesting Extensions](#)
- IV. [Abstract, Presentation, and Presentation Full Process](#)
 - a. Resources/Steps for Chairs and Vice Chairs
 - i. [Reviewing Responsibilities](#)
 - ii. [Understanding Confidentiality](#)
 - iii. [Considering Alternate Abstracts](#)
 - iv. [Reviewing the Final Presentation](#)
 - v. [Reviewing Presentations](#)
 - b. Resources/Steps for Author(s)
 - i. [Submitting an Abstract](#)
 - ii. [Submitting a Draft Presentation](#)
 - iii. [Using the Checklist](#)
 - iv. [Submitting a Bio](#)
 - v. [Submitting the Final Presentation](#)
 - vi. [Preparing a Presentation](#)
 - vii. [Understanding On-Site Expectations](#)
 - c. Resources/Steps for Presenter(s)
 - i. [Submitting a Bio](#)
 - ii. [Preparing a Presentation](#)
 - iii. [Understanding On-Site Expectations](#)
 - d. Resources/Steps for Reviewers
 - i. [Reviewing Guidelines](#)
- V. [Glossary](#)

Welcome to the AMPP Annual Conference + Expo 2027

Technical Program Manual

The success of the Association for Materials Protection and Performance (AMPP) technical program is made possible through your valuable contributions and dedicated volunteer efforts.

Authors/Presenters: Your presentation will be reviewed by technical reviewers and, upon Chair approval, published as part of the AMPP Annual Conference + Expo proceedings. Symposia Chairs, Vice Chairs, and primary Authors will be invited to attend an orientation session. This session provides an opportunity to clarify details such as speaker biographies, receive important information about audio/visual setups in the session rooms, and connect with fellow participants.

Chairs and Vice Chair: You play a central role in shaping and delivering high-quality technical content. Your responsibilities include reviewing abstracts and presentations, coordinating with technical reviewers, communicating with Authors, and leading your session at the conference. The AMPP Conference Staff is here to support you throughout the planning process and will be providing tools, guidance, and timely updates to assist you in your role. During the orientation session, you'll also be able to ask questions, share best practices, and network with fellow leaders. Please visit <https://ace.ampp.org/chair-vice-chair-resources> for resources.

Technical Reviewers: You play a vital role in supporting the Session Chairs by reviewing and approving the content and quality of submitted technical presentations. Please ensure all submissions align with the style guidelines provided in this manual and avoid the use of trade names or commercial content.

AMPP Conference Staff: Our team oversees the development and coordination of technical content, exhibits, and sponsorship strategies for all AMPP events, including the Annual Conference + Expo. We're committed to supporting your success and are available to assist throughout every step of this process.

You can view the full list of technical symposia planned for the upcoming AMPP Annual Conference + Expo by visiting <https://ace.ampp.org/technical-program>.

Thank you once again for your time, expertise, and dedication to the AMPP Annual Conference + Expo Technical Symposia.

Warm regards,

Greg Muha

Director of Conferences, Exhibits, & Sponsorships

Association for Materials Protection and Performance



NOTE: The information in this manual pertains to conference proceedings and technical presentations to be delivered in the technical symposia at AMPP's Annual Conference + Expo. Alternative guidance and deadlines are applicable for presenters participating in

AMPP'7 2027 Annual Conference + Expo Technical Program Deadlines

DUE DATE(S)	EVENT
May 24, 2026	AMPP opens Call for Abstracts
July 19, 2026	AMPP closes Call for Abstracts
August 9, 2026	Session Chairs deadline to accept/reject abstracts
August 16, 2026	Session Chair deadline to send Author notifications on abstracts (aka accepted, rejected, or moved to another session)
November 29, 2026	Authors to upload initial presentation slide deck for Chair or Vice Chair to review
December 6, 2026	Chair or Vice Chair send order of presentations to staff for scheduling
December 13, 2026	Chair or Vice Chair to provide feedback on presentation slides
January 10, 2027	Author(s) deadline to upload revised presentation slides for review by Chair or Vice Chairs
February 28, 2027	Deadline for Chair or Vice Chairs to notify AMPP Staff of changes (e.g., presentation times, speaker changes, company names, typos, etc.)

Important: Requesting Extensions

- **Insufficient time to prepare a presentation is not a valid reason for missing the submission deadline.** In *extreme* cases, Authors may request an extension through their Session Chair.
- The Author should promptly contact the Session Chair. If the Chair supports granting an extension for the presentation, they must do so in accordance with the final deadline, which cannot be moved.
- AMPP conference staff must be notified of any extensions by the person granting the extension. Requests for extensions must be approved by the Session Chair on or before the deadline.

- A maximum draft presentation deadline extension of one week is allowed.

Who Do I Contact If I Have Questions?

Session Chairs and Vice Chairs

The Chair is responsible for the actual organization of the session and will be the main point of contact for Authors/Presenters. If he or she cannot be reached, questions should be directed to the Vice Chair(s).

If these officers cannot be reached, please contact presentations@ampp.org.

Responsibilities of Symposia Chairs

- Review and approve/reject of abstracts in a session
- Sequence presentations in the order he/she would like them to be presented
- Grant up to a one-week extension for draft presentations in accordance with the final deadline, which cannot be moved, and communicating any extensions with AMPP conference staff
- Accept, reject, or request changes of presentations
- Collecting biographical information from presenter before the session if not submitted through Morressier
- Communicate with Vice Chair to update on status of session and request assistance when needed

Responsibilities of Symposia Vice Chairs

- Be able to step in for the Chair when they are not available to address Author's concerns
- Assist in reviewing PowerPoint presentations for all presenters (must be reviewed for commercialism, correct formatting, etc.)
- Communicate with Chair to update on status of session and request assistance if needed
- Review revised presentations in Speaker Ready Room on-site at AMPP Annual Conference + Expo

*While this is the recommended division of labor, you have the ability to distribute these tasks differently to best suit your needs. Please reach out to AMPP Conference Staff if you encounter any challenges with your Chair or Vice Chair counterpart.

AMPP Conference Staff

The function of AMPP Conference Staff is administrative. Conference staff members are available to help answer questions concerning deadlines, extensions, presentation or presentation format, copyright forms, and navigation of the presentation management platform, Morressier. General inquiries should be sent to presentations@ampp.org.

The Technical Program Abstract and Presentation Process

Step 1: Abstract Submission

AMPP uses an online platform, Morressier, through which Authors may submit their abstracts. Prospective Authors who wish to present a presentation should submit a presentation title, complete Author contact information, an abstract (250 words), and key words. You must submit complete contact information for each Co-Author. **IMPORTANT: Secondary Authors must be entered into Morressier to appear in the final program and on the web when presentation times are published.**

The deadline for Authors to submit their abstracts for the AMPP Annual Conference + Expo 2027 symposia is **July 29, 2027**. Authors will be notified about the acceptance or rejection of their abstract by **August 16, 2026**. This manual contains guidelines to follow once your abstract is accepted. **You are encouraged to add the deadlines found on page 4 of this manual to your personal calendar. This will ensure you do not miss deadlines throughout the process.**

Submission Requirements

- Select the topic that best fits your submission
- Abstract Title – **Same exact title cannot be submitted twice.**
- Abstract Body (250 words max)
- Add a minimum of two keywords that relate to your submission
- Describe the level of research and complexity (i.e., beginner, intermediate, or advanced)
- Acknowledge any conflicts of interest
- Add secondary/Co-Authors, if applicable

Unrelated Abstracts or Alternate Abstract Listing

During the review process, the Session Chair (or Vice Chair if needed) may determine:

- an “unrelated” abstract does not align with the topic of their session where the abstract was originally submitted, or:
- if there were too many strong, technically accurate submissions that were received and, therefore, they cannot all be included in their session.

If one of the two scenarios listed above is applicable, Session Chairs are advised to submit the title of the abstract(s) via the given link by **August 2, 2026**.

AMPP Conference Staff will then circulate a list of alternative abstracts for all symposia Chairs (or Vice Chair if needed) to review. Symposia Chairs will have an opportunity to review all ‘alternate abstracts’ and to request that an abstract be transferred into their program if it aligns with their topic and can be accommodated in the schedule. The primary focus should still be quality over quantity. This process is conducted on a first-come, first-served basis with input from AMPP Conference Staff as needed. Symposia Chairs must complete this process by **August 7, 2026**.

Authors of ‘alternate abstracts’ who are not selected may be contacted by AMPP Conference Staff with a list of upcoming AMPP conferences that are still seeking abstracts as an alternate opportunity to

present their work. Please note, submitting abstracts to an alternate conference does not guarantee acceptance.

Step 2: Send Biographical Information to Session Chairs

Authors are required to upload biographical information through the Morressier system for them to be introduced before their presentations. This task should be completed when the abstract is uploaded on or before **July 19, 2026**.

Step 3: Preparation of Presentations

Authors are asked to upload their initial presentations into Morressier by **November 29, 2026**. Both a PDF and a PowerPoint file will be required for upload in the Morressier platform.

Please note: Subject matter experts should not give the same presentation in multiple sessions (symposia or presentation only) at AMPP Annual Conference + Expo. There is no limit on how many unique presentations one can present, it just cannot be duplicated in multiple technical sessions (e.g., Technical Presentations, RIP/RTS, SPS, Presentation-Only Session). Students who wish to present in the SPS cannot present the same work in a technical symposia or research symposia; students must choose one session type to deliver their research. If you have submitted the same topic to multiple sessions and both abstracts were accepted into their respective programs, please contact AMPP Conference Staff (presentations@ampp.org) as soon as possible to resolve the issue.

Style Guidelines for Presentations

Time Schedule: The default presentation time is 20 minutes. Five minutes at the end of the presentation should be reserved for questions and discussion. AMPP Conference Staff 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” may be used on the podium to maintain the schedule. The timer will be green for 15 minutes and yellow for 5 minutes to indicate that the presentation should wrap up. At 20 minutes the timer will turn red, this indicates that the presenter should be finished and move on to the question-and-answer portion of their presentation.

Commercialism: Commercialism in the presentation (e.g., references to trade names, company names, product names, etc.) must be avoided. Commercialism is the excessive use of brand/trade names, product names, logos, failure to substantiate performance claims, and failure to objectively discuss alternative methods, processes, or equipment are indicators of a commercial sales presentation, which is not permitted. No more than one reference may be made to any product, company, etc., in the presentation of presentations, and the Session Chair has the responsibility of interrupting the presentation and stopping the speaker if this occurs.

Handouts: Handouts are not permitted.

Recordings: For copyright reasons, recordings of any kind are prohibited without prior written consent of the presenter. Attendees may not capture or use materials presented in any meeting/symposia room. Individuals not complying with this policy will be asked to leave a given session and/or asked to surrender their recording media. Refusal to comply with such requests is grounds for expulsion from the event.

Presentations should NOT be created using company templates that include logos or names embedded in the slide. The company name and logo of the presenter should be only listed **ONCE** in the presentation slides. It can be included on the title slide or at the end on an acknowledgment slide. This is to avoid excessive use of company names, logos, and trade names.

Format: Simplicity is key. Below are some recommendations for preparing your presentation:

1. Company names and logos must not appear on more than the first OR last slide.
2. Written information should include no more than **6 to 7 words** on a line and no more than **6 to 7 lines** vertically.
3. Fonts and font sizes used for text and numbers must be readable in a large session room. Recommended font size should be 11 or 12 Arial or Helvetica.
4. Tabulated data: graphs, bar charts, or curves are easier to follow, use no more than **3 columns** of numbers and no more than 8 lines vertically.
5. Graphs: **don't use grid lines**; on ordinate and abscissa lines, show small hash marks for main units only, e.g., 0-5-10-15-20. Identify ordinate and abscissa parameters simply: I for current, E for voltage, T for time, etc. If you use words, do not exceed one word each. No more than **3 curves** on one slide. Preferably, each curve should be a different color; if black and white, each curve should be different, e.g., solid line, line of dashes, line of dots and dashes. Simple identification of each curve.
6. A combination of upper- and lower-case letters is more legible than all caps.
7. Use **light** color lettering against **dark** background; letters should **contrast** with background. White letters on dark blue is best.
8. **Widescreen (16:9 ratio)** orientation should be used for optimal viewing in the session room. Presentations in full screen (4:3 ratio) orientation may appear distorted.

Step 4: Sign and Submit Speaker Agreement (SpA)

Speaker Agreement (SpA)

Speaker Agreements MUST be submitted with each upload of the presentation, first drafts and all revised versions; the presentation will not be scheduled without a valid Speaker Agreement. Alternate forms are not acceptable without AMPP pre-approval. (See notation on form if Author is a government employee.) **If an AMPP Speaker Agreement is not submitted, the presentation will be withdrawn and the Author will be unable to present their work at the AMPP Annual Conference + Expo. Authors should coordinate with the necessary stakeholders within their organization to obtain authorization/approval of the AMPP Speaker Agreement by the stated deadlines. Submitting the final presentation beyond the stated deadline due to internal approvals will not be permitted. AMPP kindly requests that presenters plan accordingly.**

There are three options when signing your Speaker Agreement (please read SpA for the specific terms):

1. I hereby understand and agree to the conditions listed above to participate in-person and request my presentation be included in on-demand virtual programming.
2. I hereby understand and agree to the conditions listed above to participate in-person, but I do NOT want my presentation included in on-demand virtual programming.
3. I am UNABLE to participate in any aspect of the programming and wish to have my work removed from the AMPP event technical programming.

Important: If you need terms different than those included in the SpA, please contact papers@ampp.org. Altering the SpA without prior permission is not permitted.

Step 5: Presentation Review

It is the role of the session Vice Chair to review these presentations and submit feedback to Authors via email. Vice Chairs must review the initial draft presentation by **December 13, 2026**. Guidelines for the presentations are provided in the checklist below.

Checklist for Presentations

- Are there too many slides for the assigned length of the presentation?** If you have more than 15–20 slides for your presentation, it may be difficult to deliver an effective presentation. Chairs are responsible for keeping presentations on schedule to ensure fellow Authors are provided the time that is allocated to present their work. Authors shall keep the time slot in mind when developing their 20-minute presentation.
- Are the visuals too detailed for quick comprehension or is copy material too small to be seen in a large room?** (Smaller than a 16-point font.)
- Do your slides comply with the instructions given in this manual (e.g., does the company name or logo appear on more than one slide)?** Company names and logos must not appear on more than the first OR last slide (not both).
- Do the visuals lack commercial bias?**
- Is the readability of the slides affected by the color of the font against the background?**
- Are the title, figures, and figure captions free of trade names?** Trade names (if they are necessary) are allowed only once in the presentation text and must always be footnoted.

Definition of a trade name: *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.*

If your answer is “NO” to any one of these questions, the Author should double-check the format and style instructions and make corrections.

Authors who do not submit their presentations through Morressier are responsible for contacting the session Vice Chair before AMPP Annual Conference + Expo and having their presentations approved. If a presentation is not reviewed and approved by the Vice Chair in advance of their presentation time, the presentation cannot be presented.

Final revised presentations are due to be uploaded by the presenter no later than **January 10, 2027.**

Step 6: When You Arrive on Site at AMPP Annual Conference + Expo

All presenters should visit the Speaker Ready Room at least one day before their presentation. If this is not possible, you should visit the Speaker Ready Room at least 2 hours in advance. Please review your presentation to be sure that it looks as it did when you prepared it. If there are problems, audio visual (AV) staff will attempt to help you resolve the problem. Authors are strongly encouraged to bring a backup copy of their presentations on a flash drive or to have a copy in their email, so it can be accessed at AMPP Annual Conference + Expo.

Authors should plan to attend the Speakers' Breakfast, where they will meet their Chair and/or Vice Chair and get up-to-date information on how the process works on the day of your scheduled symposia. AMPP Conference Staff and an AV staff representative will be available to answer questions.

If an author/presenter is unable to give their presentation and a substitute speaker is needed, the Author should inform the Session Chair and AMPP Conference Staff. The substitute should be one of the presentation's Co-Authors. If the Co-Author is not available, the lead Author, with the agreement of the Session Chair, may recommend a surrogate who can effectively present the material.

Glossary

(Terminology and definitions as used by AMPP in this document)

- AMPP: Association for Materials Protection and Performance
- AV: Audio Visual
- Chair: Lead decision maker of a session
- CTA: Copyright Transfer Agreement
- Presentation Only (also previously referred to as “Oral Only”): Workshops, roundtables, forums, peer-reviewed presentations
- RIP: Research in Progress
- RTS: Research Topical Symposia
- SpA: Speaker Agreement
- SPS: Student Poster Session
- Symposia: Referring to technical presentations, RIP, and RTS
- Technical Presentations: Peer-reviewed presentations
- TPM: Technical Program Manual
- Vice Chair: Assisting decision maker of a session

For further information, please contact:

Stephanie Chizik: 858-768-0825, Stephanie.Chizik@ampp.org

General Inquires: presentations@ampp.org