AMPP ANNUAL CONFERENCE + EXPO

MARCH 15-19, 2026 | HOUSTON, TEXAS

TECHNICAL PROGRAM MANUAL

AMPP Annual Conference + Expo 2026
March 15–19, 2026
Houston, Texas, USA

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General Questions: **papers@ampp.org**

Table of Contents

Welcome to the AMPP Annual Conference + Expo 2026 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 paper 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 papers, 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 Symposium Chairs by reviewing and approving the content and quality of submitted technical papers. 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 Research in Progress and Research Topical Symposia, and the Student Poster Session. Please check https://ace.ampp.org/technical-program for additional information.

AMPP's 2026 Annual Conference + Expo Technical Program Deadlines

Due by Date(s)	Event
July 21, 2025	Call for Abstracts
August 11, 2025	Chairs to accept/reject abstracts & Chairs to review well written abstracts and "Suggest for another session"
August 13, 2025	Chairs to request transfers from the alternate abstract list
August 18, 2025	Author notifications sent to Chairs via Morressier (Call for Papers)
August 25, 2025	Chairs to invite reviewers to the platform
September 29, 2025	Draft paper, biographical Information, and acknowledgment of Technical Program Manual due from Author(s)
October 1, 2025	Deadline for Chairs to have Reviewers assigned to specific papers
October 15, 2025	Reviewer Deadline to Submit Comments on papers to Symposium Chairs **NOTE: Chairs should be releasing comments to Authors as they become available.**
October 16, 2025	Symposium Chair Deadline to Send Comments to Authors
October 22, 2025	Deadline for Authors to return corrected papers for final approval with signed Copyright Transfer Agreement **NOTE: Paper will not be published without signed Copyright Transfer Agreement, and you cannot present without signed Speaker Agreement.**
November 11, 2025	Symposium Chair deadline to mark final papers as approved **NOTE: Papers not approved by this date will not be added into the session or will not be assigned a presentation time.**
December 1, 2025	Authors/Presenters to upload initial presentation slide deck for Chair or Vice Chair to review
December 22, 2025	Chair or Vice Chair to provide feedback on presentation slides
January 5, 2026	Author(s)/Presenter(s)' deadline to upload revised presentation slides for review by Chair or Vice Chairs
January 12, 2026	Chair or Vice Chair to finalize presentation slides and send order of presentations to staff for scheduling
February 2, 2026	Deadline for Chair or Vice Chairs to notify AMPP conference staff of changes (e.g., presentation times, speaker changes, company names, typos, etc.)

Important: Requesting Extensions

- **Insufficient time to prepare a written paper is not a valid reason for missing the paper submission deadline.** In *extreme* cases, Authors may request an extension through their symposium Chair.

- The Author should promptly contact the symposium Chair. If the Chair supports granting an extension for the draft paper, 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 symposium Chair on or before the deadline.

- A maximum draft paper 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 papers@ampp.org.

Responsibilities of Symposia Chairs
- Review and approve/reject of abstracts in a symposium
- Select and assign paper reviewers for each paper in the symposium
- Sequence papers in the order he/she would like them to be presented
- Grant up to a one-week extension for draft papers and/or the presentation upload in accordance with the final deadline, which cannot be moved, and communicating any extensions with AMPP conference staff
- Accept, reject, or request changes of draft papers
- Collecting biographical information from presenting Authors before the symposium if not submitted through Morressier
- Communicate with Vice Chair to update on status of symposium 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
- Comment on draft papers and send to Author, as requested by Chair
- Review PowerPoint presentations for all presenters (must be reviewed for commercialism, correct formatting, etc.)
- Communicate with Chair to update on status of symposium 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, paper or presentation format, copyright forms, and navigation of the paper management platform, Morressier. General inquiries should be sent to papers@ampp.org.

The Technical Program Abstract, Paper, 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 paper should submit a paper title, complete Author contact information, an abstract (200 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 2026 symposia is July 21, 2025. Authors will be notified about the acceptance or rejection of their abstract by August 18, 2025. 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 (200 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, symposium Chair (or Vice Chair if needed) may determine:
- an "unrelated" abstract does not align with the topic of their symposium 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, symposium Chairs are advised to submit the title of the abstract(s) via the given link by **August 11, 2025.**

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 13, 2025**.

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 abstract as an alternate opportunity to

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

Step 2: Preparation of Draft Papers

Accepted abstract primary Authors will receive an acceptance email from Morressier. Shortly after, AMPP Conference Staff will open the Call for Papers in which case all accepted Authors will receive another email from Morressier containing a submission link. Authors may utilize all necessary resources at https://ace.ampp.org/technical-papers where they may download a template for writing their symposium paper. The style guidelines for AMPP technical papers are important and must be followed. The Microsoft Word template found on https://ace.ampp.org/technical-papers includes the necessary style guidelines. The requirements have been revised for AMPP Annual Conference + Expo and have been streamlined to improve the process for Authors and reviewers. Paper checklist is located on pages 8–10. Please also utilize the provided paper templates found on https://ace.ampp.org/technical-papers. Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

AMPP receives draft papers and final papers in confidence and protects the confidentiality of their contents until they are published. Chairs, Vice Chairs, and Reviewers are obliged to maintain the confidentiality of both the paper and presentation slides reviewed in advance of the conference. Draft papers, final papers, and presentation slides shall not be circulated outside the assigned Reviewer, Chair, and Vice Chair prior to publishing.

Primary Authors whose abstracts have been accepted will be expected to refer to https://ace.ampp.org/technical-papers, which provides them with a template to aid in the preparation of their drafts. **The Author is responsible for preparing a draft and submitting it as a PDF through Morressier before September 29, 2025.**

Please note: Authors should not present the same paper/presentation in multiple sessions (symposia or presentation only) at AMPP Annual Conference + Expo. There is no limit on how many unique papers/topics Authors can present, it just cannot be duplicated in multiple technical sessions (e.g., Technical Papers, RIP/RTS, SPS, or 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 symposiums and both abstracts were accepted into their respective programs, please contact AMPP Conference Staff (papers@ampp.org) as soon as possible to resolve the issue.

Checklist for Papers

☐ **Does the paper contain 15 pages or fewer?** Papers shall not exceed 15 pages unless the symposium Chair requests permission from the AMPP Conference Staff and that it is approved. This should be identified in the draft paper process. The symposium Chair does not have the authority to approve a paper length extension.

☐ **Does the paper lack commercial bias?**

☐ **Is the paper written for the reader of a technical journal and not in the vernacular of a speaker?**

☐ **Are the title, abstract, tables, figures, and figure captions free of trade names/company names?** Trade names/company names (if they are absolutely necessary) are allowed only ONCE in the paper 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 has 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.*

☐ **Did the Author obtain written permission from copyright holders if he or she used copyrighted material (as well as acknowledge the source and copyright holder in a footnote)?** It is important for all Authors to recognize that plagiarism in any form is unacceptable and is considered to violate ethical and professional practices of AMPP. Authors found to plagiarize any published works may face severe ethical and legal consequences.

☐ **Is the paper single-spaced?**

☐ **Does the paper include an abstract, introduction, and a summary or conclusions?** If the paper deals with laboratory studies, experimental procedures and results sections should be present. References should be provided and formatted as indicated in the Style Guidelines for Papers and Technical Paper templates provided on https://ace.ampp.org/technical-papers. (A good paper also usually has experimental procedure, results, acknowledgments, and references.)

☐ **Do all cited materials in the paper (including standards) include a reference number, and are the cited materials listed in the "References" section?**

☐ **Do all of the figures have captions? Do all the tables have headings? Do the headings and captions follow the format given in the Technical Program Manual?**

☐ **Are photos contained in the paper suitable for viewing in black and white as well as color?** While color is suitable for the electronic version of the paper, it must also be able to be produced in black and white.

☐ **Are actual units of measurement (U.S. customary or metric) given first, followed by the metric equivalent if the unit is a U.S. customary unit?**

☐ **Did the Author adhere to the guidelines contained in this manual for producing a PDF file?** It is important that fonts be embedded in the electronic file for it to be read/displayed as intended by the Author.

☐ Did you **spell out** the word "Figure" and "Table" when identifying those elements within the paper? Are they numbered sequentially and in order? Did you avoid using location words (above, below, etc.) for these elements (see Figure 1 below; see Table 5 above)? A browser-based view of the paper may make the use of location words incorrect.

☐ Have you reviewed the paper *after* the PDF was created? This process can introduce character substitutions or omissions. Review your paper PDF carefully.

If your answer is "NO" to any one of these questions, Authors should double-check the format and style instructions.

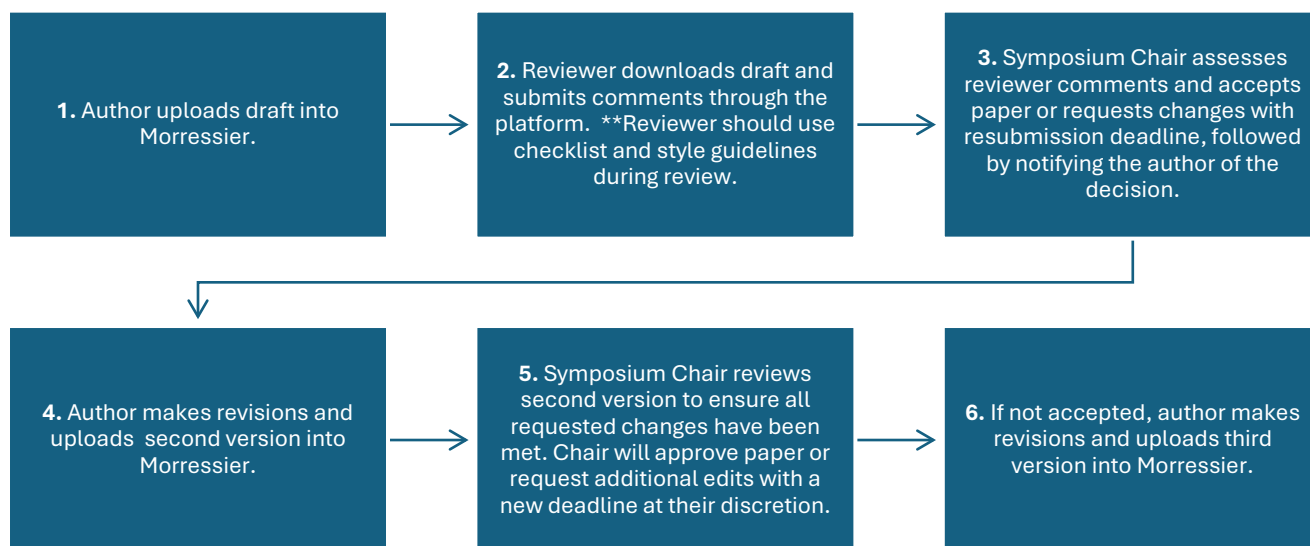## Step 3: Send Biographical Information to Symposium Chairs

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 draft paper is uploaded on or before **September 29, 2025.**

Step 4: Draft Paper Review

Symposium Chairs (or Vice Chair as needed) will invite paper reviewers. (*Find instructions on how to do that here: https://support.morressier.com/knowledge/inviting-reviewers-to-your-call-for-papers*.) The symposium Chairs (or Vice Chair as needed) will then assign reviewers to specific papers. (*Find instructions on how to do that here: https://support.morressier.com/knowledge/assigning-reviewers-to-papers*.) All reviewers will review papers by **October 15, 2025.** The reviewers will submit their comments using Morressier. The Chair and/or Vice Chair must "Notify Author" to transmit the comments to the Authors.

Please note: Paper Reviewers should use the Paper Checklist (page 8–10) and Style Guidelines provided at https://ace.ampp.org/technical-papers when reviewing papers. Any paper that is ready for publishing should be marked as "Approved" and any paper that fails to meet the checklist's requirements should be marked as "Disapproved" and the reviewer should offer comments to the Author and Chair on what must be revised prior to publication in the conference proceedings. Reviewers are offered the ability to upload a document along with their comments. Reviewers are responsible for identifying commercial bias in presentations. An explanation of commercialism and trade names can be found on pages 9 and 13 of this manual.

The deadline for symposium Chairs to review and transmit comments to Authors is **October 16, 2025.** **Both Reviewer and symposium Chair comments must be addressed.**

1. Author uploads draft into Morressier.	**2.** Reviewer downloads draft and submits comments through the platform. **Reviewer should use checklist and style guidelines during review.	**3.** Symposium Chair assesses reviewer comments and accepts paper or requests changes with resubmission deadline, followed by notifying the author of the decision.
4. Author makes revisions and uploads second version into Morressier.	**5.** Symposium Chair reviews second version to ensure all requested changes have been met. Chair will approve paper or request additional edits with a new deadline at their discretion.	**6.** If not accepted, author makes revisions and uploads third version into Morressier.

After the second draft is reviewed by the Chair, if it is not accepted, the process of steps 4–6 will repeat back and forth as many times as necessary until the Chair chooses to accept the paper or until the final deadline approaches. Accepting a paper assumes that it is ready for publication, so if that is not the case, please only request changes or reject the paper.

**Every time the Chair requests additional changes to be made, they will have to choose a date at their discretion by which they want to receive the new version, taking into consideration how many times they might anticipate needing to send it back to the Author as well as the final deadline.

Step 5: Final Paper Review

After Authors have addressed any comments that have been transmitted to them and have made corrections to their draft papers, they must upload a revised paper in Morressier in PDF format. This will be reviewed by either the symposium Chair (or a Reviewer if the Chair chooses to reassign it) before the Chair will either accept or reject the paper. **Any PDFs that are not marked as "Accepted as Oral" in Morressier by the symposium Chair (or Vice Chair as assigned by Chair or AMPP Conference Staff) are not considered approved.** Please refer to the "Checklist for Papers" that starts on page 8 to ensure that all style requirements have been met.

Preparation of PDFs

No file security should be set on any files. All fonts must be accurately embedded in the PDF. All papers should be submitted in English. Non-standard fonts, if not embedded correctly, will be substituted automatically by a different font, causing possible inaccuracy in the content of the document.

Using Microsoft Word 2010, to create a PDF with embedded fonts, you must save the Word file as a Postscript (.ps) file first. Once you've done this, open the program Adobe Distiller. Go to the "Settings" menu at the top and select "Edit Adobe PDF Settings." This will take you to a new window. Select the

"Fonts" tab and check the box that says, "Embed All Fonts." Then, click OK. Afterward, you may use Adobe Distiller to create a PDF and it will embed your fonts. NOTE: If other versions of Microsoft Word or word processors are used, this process may be different.

ALWAYS review your paper thoroughly after you have created your PDF. This process can introduce character substitutions or omissions. Review your paper carefully — there won't be an opportunity to replace the paper after the final approval step.

File Size

The Morressier platform can accept files that are up to 30 MB. It has been our experience that in almost all instances when an Author cannot upload a file because of file size, there is a limitation set on his or her computer that limits the size of files. Sometimes uploading files from a home computer rather than work one solves this problem.

Copyright Transfer Agreement (CTA) and Speaker Agreement (SA)
Copyright Transfer/Speaker Agreements forms MUST be submitted with each upload of the paper, first drafts and all revised versions; the paper will not be published without a valid Copyright Transfer Agreement. Alternate forms are not acceptable without AMPP pre-approval. (See notation on form if Author is a government employee.) **If an AMPP Copyright Transfer Agreement is not submitted, the paper will be withdrawn and unpublished 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 Copyright Transfer Agreement by the stated deadlines. Submitting the final paper beyond the stated deadline due to internal approvals will not be permitted. AMPP kindly requests that Authors plan accordingly.**

There are four options when signing your Copyright Transfer Agreement (please read CTA for the specific terms):
1. If this is your own individually owned content, please sign Option 1, Author-Owned Work.
2. If this content is owned by your company/institution, please sign Option 2, Company/Institution-Owned Work.
3. If you are a U.S. federal government employee and the content was written as part of your official duties, please choose Option 3.
4. If you are an employee of a government unit outside of the United States and government funds (other than from the United States) were used, please choose Option 4.

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

Step 6: Preparation of Presentations

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 Papers, 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 symposiums and both abstracts were accepted into their respective programs, please contact AMPP Conference Staff (papers@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 papers, and the symposium 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 symposium 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 7: Presentation Review

Authors are asked to upload their presentations into Morressier. It is the role of the symposium Vice Chair to review these presentations and submit feedback to Authors via email. Vice Chairs must review the initial draft presentation by **December 22, 2025**. 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 symposium 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 paper cannot be presented.

Step 8: When You Arrive on Site at AMPP Annual Conference + Expo

All presenting Authors 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 and author/presenter is unable to give their presentation and a substitute speaker is needed, the Author should inform the symposium Chair and AMPP Conference Staff. The substitute should be one of the paper's Co-Authors. If the Co-Author is not available, the lead Author, with the agreement of the symposium 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
- SA: Speaker Agreement
- SPS: Student Poster Session
- Symposia: Referring to technical papers, RIP, and RTS
- Technical Papers: Peer-reviewed papers
- TPM: Technical Program Manual
- Vice Chair: Assisting decision maker of a session

For further information, please contact:
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