



TECHNICAL PROGRAM MANUAL

Eastern Area Conference

October 19–21, 2026

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Main Phone: 281-228-6200

General Questions: papers@ampp.org

AMPP Eastern Area Conference 2026 Technical Program Deadlines

Due by Date(s)	Event
April 6, 2026	Call for Abstracts Opens
May 4, 2026	Call for Abstracts Closes
May 22, 2026	Technical Committee Chairs and invited Reviewers accept/reject abstracts
June 1, 2026	AMPP sends Call for Presentations email to all accepted presenters
June 29, 2026	Draft presentation slide deck, signed Speaker Agreement, and bios due
July 13, 2026	Reviewer deadline to look at presentations and send comments to presenters
August 10, 2026	Final presentation slide deck and signed speaker agreement due
August 31, 2026	Technical Committee Chair deadline to mark final presentations as approved NOTE: Presentations not approved by this date will not be added into the session or will not be assigned a presentation time.
September 8, 2026	Committee Chairs to arrange presentation order and finalize program with AMPP

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 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
- Sequence abstracts/presentations in the order he/she would like them to be presented
- Accept, reject, or request changes of presentations
- Collecting biographical information from presenters through Monday.com
- 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 Presenter'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 symposium and request assistance if needed

*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 format, copyright forms, and navigation of the Monday.com platform. General inquiries should be sent to papers@ampp.org.

The Technical Program Abstract and Presentation Process

Step 1: Abstract Submission

AMPP uses an online platform, Monday.com, through which Presenters may submit their abstracts. Prospective Presenters who wish to present should submit a title, complete Presenter contact information, an abstract, and key words. You must submit complete contact information for each Co-Presenter. **IMPORTANT: Secondary Presenters must be entered into Monday.com to appear in the final program.**

The deadline for Presenters to submit their abstracts for the AMPP Eastern Area Conference 2026 symposia is **May 4, 2026**. Presenters will be notified about the acceptance or rejection of their abstract by May 22, 2026. This manual contains guidelines to follow once your abstract is accepted.

You are encouraged to add the deadlines found on **page 2 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 (2,000 characters max)
- Add a minimum of one keywords that relate to your submission
- Describe the level of research and complexity (i.e., beginner, intermediate, or advanced)
- Add secondary/Co-Presenters, if applicable

Unrelated Abstracts or Alternate Abstract Listing

During the review process, symposium Chairs 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 reassign the abstract to a different topic that aligns.

Step 2: Preparation of Presentations

A draft PowerPoint file will be required for upload in the Monday.com platform no later than **June 29, 2026**, along with the presenter’s biography and a signed Speaker Agreement. Final PowerPoint presentations are due on **August 10, 2026**.

Please note: Subject matter experts should not give the same presentation in multiple topic tracks at AMPP Eastern Area Conference 2026. There is no limit on how many unique presentations one can present, it just cannot be duplicated in multiple topic tracks

Guidelines for Presentations

Time Schedule: The default presentation time is 20 minutes unless indicated otherwise to you. Five minutes at the end of the presentation should be reserved for questions and discussion. AMPP Conference Staff will set the presentation times and inform Presenters of the time schedule. The Presenter must present at the time that is listed in the final program.

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, 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. An optional AMPP template will be provided but not required.

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. Show temperatures and distances using the metric unit.
7. A combination of upper- and lower-case letters is more legible than all caps.
8. Use **light** color lettering against **dark** background; letters should **contrast** with background. White letters on dark blue is best.
9. **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 3: Presentation Review

Presenters are asked to upload their presentations into Monday.com. It is the role of the chairs to review these presentations and submit feedback to Presenters via email. Chairs/Reviewers must review the initial draft presentation by **July 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 Presenters are provided with the time that is allocated to present their work. Presenters 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 Presenter should double-check the format and style instructions and make corrections.

Presenters who do not submit their presentations through Monday.com are responsible for contacting the Chair before AMPP Eastern Area Conference 2026 and having their presentations approved. If a presentation is not reviewed and approved in advance of their presentation time, the presentation cannot be presented.

Step 4: When You Arrive on Site at the AMPP Eastern Area Conference 2026

All presenting Presenters should bring a copy of their presentations on a flash drive so it can be presented at AMPP Eastern Area Conference 2026.

If and Presenter is unable to give their presentation and a substitute speaker is needed, the Presenter should inform the Chair and AMPP Conference Staff. The substitute should be one of the presentation’s Co-Presenters. If the Co-Presenter is not available, the lead Presenter, with the agreement of the Chair, may recommend a surrogate who can effectively present the material.

For further information, please contact:
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