

Abstract Submission Guidelines and Information

Oral and Poster Submission Guidelines for the NOBCChE Annual Conference Abstract Submission

1. Submission Guidelines

- 1.1 All poster and oral abstracts MUST be submitted through the abstract submission website by June 1, 2018 (11:59pm Pacific Standard Time). Abstracts submitted via email or after the deadline will not be accepted.
- 1.2 An automatic confirmation email will be sent upon submission completion.
- 1.3 All abstracts must adhere to the NOBCChE 2018 Abstract Submission Guidelines.
 - 1.3.1 Compose a brief abstract of the proposal in a word processor, checking spelling and word count. NOBCChE will NOT edit abstracts for typing, spelling, or grammatical errors. The quality of the submission could result in rejection.
 - 1.3.2 Abstract must not exceed 300 words.
 - 1.3.3 Abstract must be single-spaced and in upper and lowercase letters.
 - 1.3.4 Avoid reference to institution names, locations, or funding sources in the abstract.
 - 1.3.5 Please do not send supplemental materials (photos, articles or reports) with your abstract. These will not be seen by the program review committee.
 - 1.3.6 Please copy and paste your abstract in the box
 - 1.3.7 To apply for the Advancing Science Conference Grant, check Yes next to Conference Travel Grant

NOBCChE 2017 Annual Conference	
OpenConf Peer Review & Conference Management System	
OpenConf Home	Email Chair
Submission	
Please review the entire form before starting to fill it out to ensure that you have all of the required information including your resume.	
<hr/>	
General Information	
Abstract Title: <input type="text" value="The Greatest Chemistry Research Example!"/>	
Conference Travel Grant: <input checked="" type="radio"/> Yes <input type="radio"/> No Check Yes, to apply for the Advancing Science Conference Grant.	
Estimated Arrival : <input checked="" type="radio"/> Sunday <input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday	

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2. Judging and Review

2.1 Criteria:

All abstracts will be reviewed for the following:

- Originality and innovation;
- Scientific content supported by quantitative information and references;
- Merit of the research;
- Quality of written content; and
- Adherence to guidelines and format.

2.2 Process: Abstracts will be reviewed by a panel of scientists in the appropriate STEM discipline and according to the criteria presented in these guidelines. Because of space limitations for oral presentations, abstracts submitted for oral presentations may be accepted for poster presentation.

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- 2.3 **Acceptance:** Once accepted, the conference staff will group abstracts with similar themes in the conference oral or posters sessions. The location of your conference presentation in a session is final.
- 2.4 **Rejection:** NOBCChE reserves the right to reject or alter abstracts based on, but not limited to, one or more of the following reasons:
- **No Hypothesis or Statement of the Problem:** When the reason for conducting the research is not clearly explained or the proposed question(s) are not clearly explained.
 - **No Methods:** Explanations of the methods are not clearly presented or appear to be inappropriate.
 - **No Results/Insufficient Data Presented:** The investigators failed to show either evidence of the results or the status or the outcome(s) of their research. Insufficient data are presented to support conclusion(s).
 - **No Conclusion or Expected Outcomes/Future Research:** The investigators failed to describe the conclusions or expected outcomes of their research with regard to their hypothesis.
 - **Non-compliance with abstract submission guidelines:** Abstracts do not comply with style guidelines, including excessive length (contributed abstract body text is limited to approximately 300 words), contain inappropriate content or fall outside of the topical scope of the meeting
 - **Non-adherence to specified deadline:** Abstracts must be submitted by 11:59pm on the posted deadline. Abstracts will not be accepted after this time.
- 2.5 **Decisions:** All abstract review decisions are final. Because of the timeline, there is no appeals process or opportunity to resubmit once an abstract is rejected.
- 2.6 **Notification:** Once an abstract has been received by the conference staff, communication and notification of status will be provided by email. It is very important that a valid and current email address is on record for all authors, students, and faculty/mentors to help streamline the notification process.
- Abstract acceptance notifications will be emailed on or before July 31, 2018.

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3. Definition of Presentation Types

- 3.1 **Oral Presentation:** Oral presentations are reserved for completed research. Each oral presentation will be a **maximum of 15 minutes** in length and will be followed by a brief question and answer period of approximately 5 minutes. Oral contributors are required to submit an extended abstract for publication in the Annual Meeting Conference Proceedings.
- 3.2 **Poster Presentations:** Reports of completed research or research in progress may be presented as a poster. Posters must include the following sections: Title, Purpose, theoretical/conceptual framework, subjects, method, results and conclusions, as applicable. For research in progress, the anticipated method of analysis should be included. Poster contributors presenting completed work are required to submit an extended abstract full paper for publication in the Annual Meeting Conference Proceedings. Additionally, all poster contributors are required to submit an 8.5 x 11 PDF version of the presented poster.

4. Publishing and Permission Information

- 4.1 **Reproduction Rights:** By submitting an abstract, the author gives NOBCChE and its agents permission to reproduce this presentation record for sale or distribution anywhere in any media.
- 4.2 **Copyright Information:** The author retains all rights, including copyright, while warranting that the presentation is the author's original work, contains no libelous or unlawful statements, and that to the best of their knowledge, the work does not infringe any copyright or other proprietary right of any third party. If the presentation was prepared jointly, the author agrees to advise co-authors of the terms of this permission.

- 5.1 **Technical Support/Information:** For technical questions with the upload, please email the chair on the abstract system at techsessions@NOBCCHE.ORG and a NOBCChE representative will respond to you within a reasonable time frame.

- 5.2 **Non-Technical Support:** For questions regarding the Technical Program, please contact the Technical Programming Committee at techsessions@NOBCCHE.ORG

Poster Presentation Guidelines and Information

Oral and Poster Submission Oral and Guidelines for the NOBCChE Annual Conference

Poster

1. Poster Submission and Presentation Guidelines

- 1.1 All abstracts must adhere to the NOBCChE 2018 Abstract Submission Guidelines.
 - 1.1.1 Design a poster based on the proposal/research using publishing software such as Microsoft PowerPoint® or Publisher®. Be sure to check spelling, layout, and visual appeal (See Section 2 "Poster Layout Recommendations").
 - 1.1.2 Posters must be printed using a universal plotter that is able to print panels measuring approximately 2x3 feet on one sheet of paper. Lamination is recommended, but not required.
 - 1.1.3 Posters must come ready for mounting and be no larger than 42" x 60" (3.5 x 5 feet)
- 1.1 All posters must be posted during the announced days/times.

2. Poster Layout Recommendations

- 2.1 **Size & Design:** Use a PowerPoint® template (see examples in section 3). Posters must come ready for mounting and be no larger than 42" x 60" (3.5 x 5 feet)
- 2.2 **Printing/Lamination:** All posters must be printed using a universal plotter, which is able to print panels measuring approximately 2x3 feet on one sheet of paper. Lamination is recommended, but not required.
- 2.3 **Title:** The title of the poster should quickly orient the audience. It should include the title of the work, the authors' names, the institutional affiliations, and the poster number.
 - Make the title the most prominent block of text on the poster—either center or left justify at the top.
 - The title banner should be readable from 15-20 feet away.
 - Do not typeset the title in all capital letters—such text is difficult to read.
 - Use small words such as: of, from, with, to, the, a, an, or and to separate details in the title.
- 2.4 **Sections:** Specific sections should be easy to locate on the poster. A good rule of thumb is to ensure that the audience recognizes the subject and purpose within 20 seconds of seeing the poster. Use large enough type to allow the poster to be read with enough contrast between the color of the type and the poster's background

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Poster

(black text is ideal, font 16-30 pt, headings should have larger fonts). Use a colored background to unify the poster.

2.5 Section Layout: The poster should contain the following sections:

- Background/Purpose (states research problem and should quickly address the subject matter).
- Methods (description of the approach).
- Arrange the material into columns.
- Data/Results (summary of findings; if they are unique, say so).
- Conclusions and implications for the future.

2.6 Additional Considerations: Other concepts to remember when designing the poster include the following:

- Design individual sections so that they can be quickly read (use numbers or bullets).
- The poster should not contain large blocks of text or contain long sentences (limit text to between 500 and 1500 words).
- Whenever possible, the sections should rely on images such as: photographs, drawings, and graphs.
- Do not cram the poster full of information. Blank space is good as it makes the poster seem less complicated and more approachable.
- Select dark color (black/blue) for main text and choose a high contrast background for easy reading.

3. Additional Resources

3.1 Printing PowerPoint Posters to PDF:

- 3.1.1 Open your poster template in Microsoft PowerPoint®
- 3.1.2 Click the "File" > "Print Preview on the Menu Bar
- 3.1.3 In the Print Preview area, Click "Options">>"Scale to Fit Paper"
- 3.1.4 The poster should now be scaled to the default printer size
- 3.1.5 Select "Print" and select Adobe PDF as the printer or print to an ink printer and scan to a PDF Select "Print" and select Adobe PDF as the printer or print to an ink printer and scan to a PDF

3.2 Free Poster Templates: <http://posters4research.com/templates.php>

3.3 Poster Design Resources:

- 3.3.1 <http://www.ncsu.edu/project/posters/NewSite/>
- 3.3.2 www.cns.cornell.edu/documents/ScientificPosters.pdf

Oral Presentation Guidelines and Information

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Oral

1. Presentation Layout/Design

- 1.1 Graphics must be well designed, simple, and readable by everyone in the audience. Use as few graphics as needed that can be discussed in the time allotted. As a general rule, use one graphic for each one or two minutes of presentation time.
- 1.2 Presentations are most readable when using a dark background (blue, for example) and bright lettering (yellow or white). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable.
- 1.3 Stay away from small fonts that will be illegible from the back of the room, and break up a complex slide into a series of slides.
- 1.4 Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data. Do not show long or complicated formulas or equations.
- 1.5 Each graphic should remain on the screen at least 20 seconds.
- 1.6 Use the absolute minimum number of words in the title, subtitle, and captions.
- 1.7 Remember that standard abbreviations are acceptable.

2. Audio/Visual

- 2.1 All oral session meeting rooms are equipped with the following audio-visual equipment:
 - 1-LCD projector
 - 1-Computer – Windows-based PC
 - 1-Screen
- 2.2 The computers in the oral session rooms will be Windows-based PCs with Microsoft PowerPoint (Office XP installed).
- 2.3 All videos should be in .avi or.mpg (not .mov) format so they will run properly on the computers provided.
- 2.4 Presentations should be reviewed to be certain the fonts are displayed correctly. PowerPoint presentations created on Macintosh systems must be able to run on a Windows-based system or be converted to PDF format.
- 2.5 It is recommended that you bring at least 2 copies of your presentation to the meeting in case there is a problem with one of them. Standard Zip 100, Zip 250 and Zip 750, and CD-R and CD-RW, Compact flash card, Memory Stick, Multi-media card or SD Card will be supported.

3. Pre-Submit Your Presentation

- 3.1 Each speaker must either submit their presentation via the speaker website.
- 3.2 Bring the most up to date backup copy of the presentation to the meeting.

4. Give Your Presentation

- 4.1 Be considerate of the other speakers and the audience by staying within your allotted time. The allotted time for your presentation includes 5 minutes for discussion and changeover to the next speaker (i.e. a 20 minute time slot includes 5 minutes for questions/discussion; meaning the presentation should be roughly 15 minutes).
- 4.2 Session chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion and adherence to schedule. Some rooms may be equipped with a timer.