



## **Teaching Slam and Demo Demo Proposal Guidelines**

- Deadline to submit proposals is September 1, 2019.
- Acceptance notifications will be sent by September 15, 2019.
- Use APA format when submitting a proposal.
- A maximum of two presenters is allowed for Teaching Slam and Demo Demo presentations.
- All Teaching Slam and Demo Demo presenters must attend the conference.
- Information will appear in the program as entered. Please proof before submitting.

## **Poster and PIE Proposal Guidelines**

- Deadline for submissions is October 1, 2019.
- Use APA format when submitting a proposal.
- Information will appear in the program as entered. Please proof before submitting.
- People on posters are labeled “authors,” and authorship order follows standard guidelines (based on level of contribution). At least one of the authors must be a registered participant, but that person does not have to be the first author, and the other authors are encouraged, but not required, to attend NITOP.
- People on PIEs are labeled “presenters,” and because a PIE is a conversation, all presenters must be registered participants. (This is different from posters.)
- Multiple contributions: Individuals may be authors or presenters on more than one poster and/or PIE. As a general rule, however, each poster must have a unique, registered author, and each PIE must have a unique registered presenter. For example, Dr. A can be on both a poster and a PIE presentation as long as Dr. B is a co-author on one or both and both Dr. A and Dr. B are registered for the conference.
- We will consider second posters or PIEs that do not have another registered participant as author or presenter in November, after the deadline for authors and presenters to register, and then only if there is room. Note that in the past 3 years, we have not had room to accommodate extra posters or PIEs.
- Acceptance notifications will be sent by October 15, 2019.