

## MANUSCRIPT INSTRUCTIONS

**Paper Presenters are required to submit a full manuscript by **December 16, 2024**.**

An email notification will be sent to all paper presenters in November when manuscript submission is available.

The discussion of scientific papers is an important part of the Annual Meeting. To ensure thorough discussion of papers, you are required to provide an electronic manuscript of your completed paper by **December 16, 2024**. A copy will be shared with the Moderator(s) so that they may adequately prepare for the session. A copy will also be made available to the Communications Department for use when working with the media, if permission was given. The manuscript will not be published or available to meeting attendees.

Please include disclosures for all co-authors, including yourself, on the first page of your manuscript. Manuscripts may only be submitted by the presenting author and can be uploaded on the [Submission Site](#).

### **Format:**

- The manuscript must contain all the information being presented at the Annual Meeting.
- **Manuscripts must be submitted as a Word or PDF document ONLY. Power Point files or videos will not be accepted.**
- Font/Type Size - 12 point or comparable readable point size.
- The Paper presentation number should be listed in the upper right-hand corner of the first page. List the title and authors centered on the page.
- Maximum of 20 pages of text, minimum of 3 pages, inclusive of charts, photos, and bibliography. Do not double space.
- References required.
- Photos - Photocopies of original photographs are acceptable, no copyrighted material should be included in your manuscript.

### **Central Program Committee Policies:**

- If we do not have a completed manuscript by **December 16, 2024**, the Program Committee AND Moderator will be notified.
- The penalty for not submitting manuscripts will be a 2-year ban from presenting any abstracts at the Annual Meeting.
- Manuscripts will only be accepted electronically through our website. Manuscripts received either by email or postal mail will not be accepted.

If you have any questions, please contact:

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