

## **WORKSHOP ABSTRACT SUBMISSION INSTRUCTIONS**

1. Deadline for submission **has been extended till Friday, September 30<sup>th</sup>, 2011**
2. Submissions must include the following REQUIRED information:
  - a. Submitter's full contact information
  - b. Presenter's full contact information (if different from submittee)
  - c. Title and abstract information (300 word limit)
  - d. Brief biography (250 word limit)
  - e. Specify workshop target age group(s) placement
  - f. Specify Plancode category
  - g. Select target workshop track
  - h. Specify audience size: small (10-25), medium (25-50), large (50-100) or very large 100+
  - i. Specify desired length of presentation: 50 minutes, 75 minutes
  - j. Specify presenter(s): Single presenter, dual presenters (2), or panel discussion (3-4 panelists, including facilitator)
3. All abstracts must be submitted **ONLINE**.

Please follow the following instructions to submit your workshop abstract(s).

### **FOR PRESENTERS WITH EXISTING NSBE ACCOUNTS**

1. Click [HERE](#) to access the 2012 Annual Convention Workshop Abstract Submissions Module.
2. Login to your account using the link in the top right-hand corner of page.
3. Click "add" under the Current Submissions section at bottom of page to begin your abstract submission.

### **FOR PRESENTERS WITHOUT EXISTING NSBE ACCOUNTS**

1. Click [HERE](#) to access the 2012 Annual Convention Workshop Abstract Submissions Module.
2. Click "add" under the Current Submissions section at bottom of page to begin your NSBE Account creation AND abstract submission.
3. Click "add" on the Application Authors page to add your contact information to the system (and create your NSBE user account) AND begin your abstract submission.
4. Once you have closed out of your submission process (whether complete or saved for later completion), the author/user will receive a confirmation email with the account login and password information.

**NOTE:** The Module may be accessed from your main NSBE Account page under the ACTION/Submissions section.

**IMPORTANT:** NSBE has a standard policy that does not allow for payment of honorariums or expenses for workshop presenters. However, registration fees will be covered for one presenter per accepted workshop. Additional registration waivers for approved panel workshops may be granted at NSBE's discretion. Each presenter is guaranteed a screen and projector. The standard room set up will be theatre-style. Additional audio-visual equipment may be purchased from the Audio Visual contractor.

NSBE appreciates your interest and hopes to have you participate during this Always-to-be-remembered Annual Convention in Pittsburgh. Should you have concerns or require further information, please contact Oyinkansola Dina, Speakers and Workshops Coordinator at [ODina@nsbe.org](mailto:ODina@nsbe.org)

#### **ABSTRACT STATUS NOTIFICATIONS**

The 2012 Conference Planning Committee will notify presenters of the initial acceptance of their workshop via email on or before **Wednesday, November 30<sup>th</sup>, 2011**. Upon selection, for final confirmation and placement on the convention agenda, you must complete required forms that will be emailed to you, by the requested deadline **Friday, December 9<sup>th</sup>, 2011**.