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Biography Attached: Please include a short bio of the speaker(s) and/or author(s). NOTE: All documents should be submitted in Word .doc format (no pdf).

Photo Attached: Formal headshot, full-color, high-resolution .JPG file, 300dpi or greater, at least 4"x6" size.

Select One - Proposed Presentation Audience Level of Knowledge: **Introductory**
 Intermediate
 Advanced

I Have Presented: Please provide most recent speaking experience, including event(s) and date(s).

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Abstract Attached: See guidelines below. NOTE: All documents should be submitted in Word .doc format (no pdf).

Learning Objectives Attached: Three learning objectives required. The objectives are a brief explanation of the expected learning outcomes of the presentation. NOTE: All documents should be submitted in Word .doc format (no pdf).



Abstract: 200 words – discuss the objective of the presentation proposed with conclusions and recommendations. To assist you in preparation of your abstract, all session times are 60-75 minutes to include introductions and question-and-answer time.

Abstract Preparation:

1. Limit narrative on background and problem issues. Devote the majority of the abstract text to the following:
 - a. Identify the primary issue that the paper will address, and identify the type of new information that it will contribute to the literature.
 - b. Identify the basis for the information in the paper (e.g., research that you have conducted or your personal experience).
 - c. Identify what new information will be presented in the paper that will be useful to designers, researchers, manufacturers, contractors or building owners (i.e., to whom will the paper be of interest and will it provide meaningful, useful information).
 - d. Provide a minimum of three learning objectives. The objectives are a brief explanation of the expected learning objectives of the presentation.

2. In summary, your abstract should make a concise case for the presentation you are proposing. Ultimately, the presentation should be technically sound, contain credible and new information, and be something that your primary audience will find useful.

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SUBMISSION REQUIREMENTS

Submit a 200-word abstract to the WestCon office. The WestCon Board of Directors will review abstracts. Authors will be notified via email regarding acceptance of their abstracts.

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