



Presentation Title: _____

Presentation Topic: _____

Keywords: (i.e., safety, fire prevention, waterproofing, electrical,...) _____

Speaker(s) / Author(s) Information: Please identify speaker(s) if different from author(s).

Speaker Author

First Name **Last Name**

Company Name **Title**

Address **City, State, Zip**

Phone **Fax** **Email**

Speaker Author

First Name **Last Name**

Company Name **Title**

Address **City, State, Zip**

Phone **Fax** **Email**

Speaker Author

First Name **Last Name**

Company Name **Title**

Address **City, State, Zip**

Phone **Fax** **Email**



ABSTRACT SUBMITTAL FORM
Page 2 of 3

Speaker Release Information: I acknowledge, if my abstract is selected for presentation, that WestCon, Inc. may record, via video and audio technologies, all or a portion of my abstract, PowerPoint and/or presentation. Additionally, I agree to sign a Speaker Release Form (if applicable).

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).

I Have Never Presented

I Have Never Presented, but Have Been Published: Please include most recent publication(s) and date(s).

I Have Never Been Published

Yes / N/A Owners/clients (if applicable) have been notified this abstract is being submitted for consideration of a presentation at the WestCon dinner meetings, and have given consent to do so.

I acknowledge this abstract and paper is original to the author.

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.

NOTE: Papers and abstracts accepted for presentation may subsequently be published on the WestCon website. WestCon reserves the right to publish all submitted materials accepted for presentation at any event sponsored by WestCon. WestCon education is not intended for marketing or promotion of products or services. **All submitted abstracts and papers must be original to the author.**

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.