

INSTRUCTION TO AUTHORS and PRESENTERS FOR THE BEST2 CONFERENCE (2010)

We are pleased that you have agreed to present a paper at the BEST2 Conference in Portland, Oregon, MN. The organizing committee has prepared guidelines for the preparation of papers which will be emailed to you. This information will also be placed on the conference web site at www.thebestconference.org

1.0 DATE OF CONFERENCE: April 12-14, 2010

2.0 LOCATION: Portland, OR

3.0 REGISTRATION: Registration fee is not waived for presenters.

4.0 PROCEEDINGS: The proceedings will be provided in electronic form to all registrants at the conference.

5.0 COMMUNICATIONS for PRIMARY AUTHORS:

5.1 Please fill out the **Information Request Form** that will be emailed to you and provide a *Short Bio for the benefit of the session chairs*. The information is to provide us with your preferred contact telephone numbers, facsimile number, e-mail addresses, address, company or organization you work for (as well as for your coauthors), so we have all of your contact information correctly in our records.

5.2 We will conduct our communications through the Internet. Should you not have access to the Internet, we will of course communicate with you by conventional means using the fastest method appropriate for the information.

5.3 To ensure that our messages are readily identifiable from all the other communications you and we receive, we will use the prefacing designation (**BEST 2**) in the 'subject' of each message in our communications with you and hope that you will do the same. This helps to identify messages that should go into one folder.

5.4 To assure that there are no problems with attachments to messages, we ask that they either be in either of the following formats (*.txt), (*.rtf), MS WORD (*.doc).

6.0 YOUR PRESENTATION:

6.1 All attendees will be provided with the **abstracts** and a list of all speakers at registration as well as the proceedings.

6.2 Any **supplemental information** that you may wish to distribute can be brought to the conference. If this is too bulky, you may wish to display flyers about materials that can be ordered. We will have a **literature desk** for your convenience.

6.3 We will arrange for a room to be available to permit you to review your AV materials before your scheduled presentation.

6.4 The amount of complicated material on slides or projections should be kept to a minimum to get your points across and the size of the type should be such that when projected, it will be readily viewable by the audience.

7.0 YOUR PAPER:

- 7.1 We do not have a limit on paper length. However, typically, the paper should not exceed 15 pages of text and 12 figures. Use your judgement for the information you want to present.
- 7.2 Submit your review version in MS Word or *.rtf (pdf. is not acceptable for the review) and the final version of the paper in *. pdf (if not possible in * .doc form)
- 7.3 Formatting instructions for the paper are provided for you and will also be placed on the web site **www.thebestconference.org**.
- 7.4 **Deadline for Submission of draft for Review** is November 2, 2009. In case you need extension you must submit a request to your Session Chair with a copy to the Track Chair.
- 7.5 **Deadline for submission of the final revised paper** is January 15th 2010 is the deadline for the final submission of revised papers. Send the final paper by e-mail to your Session and Track Chairs and to Stephanie Stubbs/NIBS.
- 7.6 **Deadline for submission of the PowerPoint Presentation for review** is March 10th, 2010. The presentation will be reviewed by your Session Chair and Track Chair.

8.0 The Session Chairs and Track Chairs are identified in the posted preliminary program and their contact emails are provided below.

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Track Chairs

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Session Chairs

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