



PROCEEDINGS/EXTENDED ABSTRACT UPLOAD INSTRUCTIONS

ALL SUBMISSIONS MUST BE IN ELECTRONIC FORMAT

All documents MUST arrive by DECEMBER 11, 2020

All submissions MUST include 5 keywords (see template file)

Do not include page numbers or any other information in the header or footer areas

1. **What to Send:**

You should create a single zip file or folder containing all files. The name of the file should be 39i_ followed by the submission number assigned.

Authors must send a PDF file of the complete submission as they intend it to be read and other required files as indicated by options A, B or C below.

Zip File Checklist (*required files for each submission*):

A	or	B	or	C
Required for Submission/Extended Abstract to Springer		Required for Submission/Extended Abstract <i>not</i> to Springer		Required for Presentation Materials Only
1. PDF of complete submission as it is intended to be read		1. PDF of complete submission as it is intended to be read		1. PDF of complete submission as it is intended to be read
2. Source Files (text and images separately)		2. Completed Brief Biography Form		2. Completed Brief Biography Form
3. Completed Brief Biography Form				

2. **How to Name the Files:**

Files should begin with the submission number that was assigned by SEM, followed by an underscore (_) and ending with the first three (3) letters of the corresponding author's last (family) name. For example, a submission by Dr. Proulx and assigned submission number 467 would use the following file name: 467_pro.pdf.

Figure files should follow the same format and end with the Figure number. For example, Figure 1 in a submission by Dr. Proulx and assigned submission number 467 would use the following file name: 467_pro_Fig1.eps.



3. File Formats Accepted:

Text files should be in Microsoft Word. If you cannot submit as a Word document, LaTeX files are acceptable.

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable. Indicate what graphics program was used to create the artwork.

4. How to Upload Your Zip File:

Go to <http://sem.org/> and click Login in the upper right. Enter the username and password used to submit your initial abstract. You will be taken to your Profile. On the right, under IMAC 2020, click on Abstract/Submission Portal. You will be taken to the "Complete" page. At the "Complete" page you will see My Submission(s). Click on "Needs Attention". At the "Needs Attention" page under Action on the right, click on Open, and then follow the steps making any changes to the Title, Abstract, Author Information and upload your .zip file.

5. Comments on the Preparation of PDF Files:

Please pay attention to the following details when preparing your PDF files.

- a. Select "Print Optimized" (NOT "screen" or "press").
- b. DO NOT "down sample" or print to "screen image."
- c. Security should be set to "None" with no password protection.
- d. All fonts should be embedded.
- e. Graphics should be in the final printing resolution, i.e. images at least 300 dpi, line drawings should be 600 dpi.
- f. Graphics should be placed in the word processing application at their final size and resolution. Do not place the graphic in the word processing application and then reduce. Reduce the size of the image in its original file and then place it. This will minimize the file size of the final submission.
- g. Final PDF files should not exceed 10 MB.

Deadline:

There will be NO extensions; all files **must** be received at SEM by **DECEMBER 11, 2020**. **All files must be uploaded; we cannot accept submissions via email.** **There will be no "Oral Only" presentations.**

ALL presenters are required to submit – at minimum - extended abstracts (2/3 pages, we will not accept 1 page) or presentation materials (PDF of PowerPoint presentation, 1st page must have title/author information) if they choose not to submit a full proceedings paper.

If you have any questions regarding the submission of your conference proceedings submission, please contact

Shari Matthews, at (203) 790-6373 x105, email shari@sem.org