



PMI Research and Education Conference 2014 Submission Checklist

Paper Submissions – *did you remember to:*

- Remove all identifying information from paper and references
- Number each page at the bottom right
- Include the paper title as a header
- Include the word count in the paper title
- Complete and attach the Paper Submission Cover Sheet
 - Indicate the type of paper submission
 - Include the title, word count, and key words
 - List the contact information of the submitter, author(s), and presenter(s)

Poster Submissions – *did you remember to:*

- Remove all identifying information from abstract and references
- Complete and attach the Poster Submission Cover Sheet
 - Indicate the type of poster submission
 - Include the poster title and key words
 - List the contact information of the submitter, author(s), and presenter(s)

Symposium Submissions – *did you remember to:*

- Remove all identifying information from paper synopsis and references
- Complete all sections of the Symposium Submission Template (in text boxes)
 - Indicate the symposium title and type (panel or presenter)
 - Describe the symposium Overview, Paper Synopsis, and Format Description
 - Include all Participants and their role

(Pre-conference) Doctoral Colloquium Submissions – *did you remember to:*

- Include a cover page with your complete contact information, name(s) of your doctoral supervisors, and University Name and Department
- Include a scanned letter from your doctoral supervisor supporting your application
- Submit the application in the Submission Template found in the guidelines

Check your proposal carefully before submitting. Submissions that do not conform to the submission guidelines/checklist above will be returned. Submissions should be saved in Microsoft Word™ (.doc or .docx file extensions) and emailed to Jake Williams at jake.williams@pmi.org.