

## Request for Abstract Handouts, Program Books, or Proceedings

Submitted by: \_\_\_\_\_ Alternate Contact: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Project and Task Number (e.g., 02155.3-1): \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Assigned Designer: \_\_\_\_\_  
Assigned Editor: \_\_\_\_\_  
Budgeted Labor Hours: \_\_\_\_\_

**1. Please check the items to be included in the Final document:**

- ☐ Cover
- ☐ Title Page
- ☐ Table of Contents
- ☐ Speaker Abstracts (How many? \_\_\_\_\_ In what order? Alpha by last name of first author or by agenda? \_\_\_\_\_)
- ☐ Speaker Biographies (How many? \_\_\_\_\_ In what order? Alpha by last name or by agenda? \_\_\_\_\_)
- ☐ Poster Abstracts (How many? \_\_\_\_\_ In what order? Alpha by last name of first author or other? \_\_\_\_\_)
- ☐ Other Materials To Be Included:
  - Organizing Committee List
  - Speakers List
  - Agenda
  - Participants List
  - PowerPoint Slides (6 per page or other format? \_\_\_\_\_)
  - Posterboard Listing
  - Meeting Summary
  - Notes pages
  - Other (please specify): \_\_\_\_\_

**2. Please list the order of the materials to be included in the Final document or number the items listed above.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Is the Final document to be Xeroxed, desktopped and printed, or other? \_\_\_\_\_**

\_\_\_\_\_

**4. Date that all materials are due to editing: \_\_\_\_\_**

**5. Date that all materials are due to graphics for desktopping: \_\_\_\_\_**

**6. If a Proceedings document, date that the PDF is due to the client: \_\_\_\_\_**

**7. If a Program Book, date that it is due to the client: \_\_\_\_\_**

**8. If a Program Book, date that it is due to the print vendor: \_\_\_\_\_**

**NOTE: For printed books, what text and logos need to appear on the back cover?**

\_\_\_\_\_  
\_\_\_\_\_

**Is a publication number needed?** ☐ yes ☐ no

**Is a spine needed?** ☐ yes ☐ no **If so, what text should appear on the spine?**

\_\_\_\_\_