

Session and Paper Format

SESSION FORMAT: The format for each 90-minute session is as follows:

| | <u>Sessions with 4 presenters</u> | <u>Sessions with 5 presenters</u> |
|-----------------------|-----------------------------------|-----------------------------------|
| Introductions | About 3 minutes by Chair | About 3 minutes by Chair |
| Presenter #1 | 18 minutes | 15 minutes |
| Presenter #2 | 18 minutes | 15 minutes |
| Presenter #3 | 18 minutes | 15 minutes |
| Presenter #4 | 18 minutes | 15 minutes |
| Presenter #5 | N/A | 15 minutes |
| Open floor discussion | About 15 minutes | About 12 minutes |

PAPER FORMAT: To ensure all papers have a uniform appearance, please use these formatting instructions when preparing your paper. We will publish your paper exactly as you submit it to FCSM.

Please submit your final paper to fcsm.conf@gmail.com by **February 27, 2016** to have your paper posted in the conference proceedings on the FCSM Web site, <http://fcsm.sites.usa.gov/reports/research/>.

LANGUAGE: Papers must be written in English.

PAPER LENGTH: No restrictions.

FORMAT: PDF

TYPOGRAPHIC REQUIREMENTS: (Sample attached – see the next page)

| | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Font type: | Times New Roman |
| Font size: | 16 pt. - paper title 12 pt. - author's name(s) 10 pt. - author affiliation and organization address 10 pt. - headings, sub-headings, and text |
| Font style: | Paper title and author name – Use bold font and center Heading – use bold font Text – use normal font |
| Case: | Upper and lower-case letters for all headings and text |
| Margins: | 1" margins |
| Line spacing: | Single |
| Paragraph format: | No initial indent and use a blank line between paragraphs |

Title of Paper in 16 pt.

Author name(s) in 12 pt.

Author Affiliation(s) in 10 pt.

Author Organization Address(es) in 10 pt.

Heading 1

This is an example of how your paper should be formatted. All text should be 10 point Times Roman.
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Heading 2

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This page contains some extra text at the bottom of the page. It will appear below the main body of text,
which ends with the last paragraph above. The purpose of this section is to demonstrate how additional
content can be added without affecting the primary information presented earlier.

Heading 3

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References