Title of Presentation: This 14 pt is Arial Bold

Abstract [Arial 12 pt bold for internal headings]

Here we would like your abstract. For now, we will use this space to communicate to you what we have planned. What you are looking at is the template for the two-page (maximum) Abstract/Information Sheet that we want the presenters and poster participants to complete. These sheets will be put together by the committee to form a hardcopy "mini-proceedings".

As you can see, you have bit of room here to give us a nice abstract of your presentation/poster. You are looking at **Times New Roman 11 pt.** I am using Word 97 to create this. Word documents should be submitted. Why Word? We have a limited production budget and use of Word files will simplify production and pagination of the mini-proceedings. If all else fails, you can send a straight ASCII file; however, make sure that the ASCII text submitted will meet these formatting guidelines. So, *please, please, please,* make a check to see that all the information you send fits on within the two page limit: try a WYSIWYG mock-up at your end before sending the ASCII.

This sheet has four sections: 1) Title; 2) Abstract; 3) Author Information; and, 4) Suggested Readings. The first three are rather obvious. Suggested Readings needs some explication. This is not a reference list in the pure sense, though you may use it as such if your abstract contains references. The Suggested Readings section is a place to 1) inform us about your other important papers, websites, etc. on the topic of your talk/poster; and/or, 2) key papers by others that you have drawn upon in your work. The latter might be a paper by some other researcher that explains an algorithm or method that you have used. The whole point is to share our materials, methods, and findings. If you use a reference, we prefer parenthetical Author-Date style (Turabian 1996).

The paper size is NORTH AMERICANP: 8.5 by 11 inches. One inch margins surround the document. **SUGGESTION**: If you have the ability, we find that mounting the document on a stable webserver and then submitting the URL to the document makes keeping track of the documents much simpler at our end.

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Second Author
Other stuff
If no second author, just center your information

If multiple authors, use your best judgement. For example, if both at same lab, a single entry with both names is fine followed by the variants of the email addresses, etc.

Suggested Readings

Last Name, First Name. 1999. Article title. *Some Journal Title* 10 (4): 12-23.

[I prefer the above format, which is derived from the Chicago Style as presented by KateTurabian.]

Turabian, Kate L. 1996. *A manual for writers of term papers, theses, and dissertations*. 2d ed. Chicago: University of Chicago Press.