

ISPN Guidelines for the Submission of Presentation Materials for the Conference Binder

All presenters at the ISPN 2006 Annual Conference are asked to provide their presentation materials (presentation outline, PowerPoint document (6 slides to a page), handouts, references, web references, etc.) for inclusion in the Conference Binder, which will be distributed to all attendees at the conference.

Presentation materials must be received by the ISPN no later than **Wednesday, February 15, 2006**. The length of the contribution is limited to no more than 20 (one-sided) pages.

Presentation materials may be submitted electronically or by mail.

Electronic Files Accepted:

Microsoft Word - use Times or Helvetica font for the text

PowerPoint- use Times or Helvetica font for the text

PDF file- embed the fonts

Length: 20 (one-sided) pages

All presentations must be set up with a minimum of a **3/4 inch margin** on all sides.

ISPN cannot accept presentation materials that contain **copyrighted materials**, other than those elements that have been copyrighted by the submitting author. The exception to this is if you have obtained permission from the originator to use their materials. If this is the case, a credit line must appear within your presentation materials.

In order to ensure a clean copy for our printing purposes, it is wise to keep **charts and graphic elements** visually simple. Keep in mind that reproduction of these elements will be in black and grayscale. No color will be used.

Contribution by Mail:

Papers must be submitted on smooth white paper (no more than 20 one-sided pages). It is the author's responsibility to make sure the text is in order and does not contain any unwanted characters. It will be printed in the Conference Binder exactly as it was received.

Please mail to the following address no later than **February 15, 2006**:

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