



Guidelines for the Submission of Presentation Materials

All oral presenters at the ISPN 2023 Annual Conference are asked to provide their presentation materials (outline, PowerPoint PDF with six slides to a page, handouts, references, web references, etc.) for posting on the [ISPN website](https://www.ispn-psych.org). Your information will be available for attendees to download prior to the Annual Conference.

Presentation materials must be received by the ISPN no later than **February 28, 2023**. The length of the contribution is limited to no more than 20 pages. Please proof your contribution carefully before submitting it to ISPN. You will be responsible for distribution to attendees after that date. Presentation materials must be submitted electronically in a pdf format.

When submitting electronic files, spell out the word(s) rather than use symbols. All presentations must be set up with a minimum of a one-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. ISPN will not pay for any reprinting permissions.

Please review your documents before submitting to make sure you have accurately included all information. On PowerPoint slides, all content must be within the frame of each page. It is wise to keep charts and graphic elements visually simple. The ISPN will not review or edit your contribution. It will be displayed on the ISPN website as submitted.

If you have any questions, please send an email to conferences@ispn-psych.org.