

OTC Accepted Authors Checklist

Acceptance letter

- Note your paper number
- Verify Paper Title
- Note your presentation date and time
- Acknowledgement or Withdrawn Notification

-----If you withdraw, no further action is required past this point-----

Preparing Pre-Conference

- Confirm with your Company your acceptance
- Begin obtaining approvals now to write paper and present
- Begin obtaining visa (if applicable)
- Be aware of OTC Deadlines and Policies
 1. Deadline Dates _____
 2. Plagiarism _____
 3. Commercialism _____
 4. No Paper/No Podium _____
 5. Copyright _____

Preparing Your Manuscript

- Obtain email with upload, data, and speaker info
 1. **DO NOT LOSE EMAIL – SAVE IT**
- Download/Review required items from Author Kit
 1. Manuscript Template _____
 2. Transfer of Copyright Form _____
 3. Paper Information Form _____
 4. PowerPoint Template _____
 5. Guidelines _____
- Complete Manuscript
- Obtain Co-author(s) signed copyright (if applicable)
- Submit DRAFT manuscript to Session Chairpersons
 1. Deadline **21 January**
- Submit FINAL manuscript and required, completed forms
 1. Deadline **4 February**

Travel

- Register for the conference using special link provided
- Obtain housing reservations
- Obtain Rental Car
- Obtain Airline Tickets
- Double check for Visa
- Double Check Company approval

PowerPoint Presentation

- Review Guidelines
- Prepare using template provided in author kit
- Double check for any logos, commercialism etc.
- Mandatory Upload into PMS when notified of link availability

REMEMBER

FULL PRESENTER 18 MINUTES

EPOSTER 18 MINTUES

15 PRESENTATION 3 Q&A

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At the Conference

- Report to Speaker Check-in
- Sign in on board to indicate arrival
- Attach appropriate ribbon to badge
- Check presentation materials in Ready Room
- Make presentation at scheduled time

NOTES:

1. **IF UNABLE TO TRAVEL AT LAST MINUTE, PLEASE PROVIDE A REPLACEMENT PRESENTER QUICKLY AND/OR WITHDRAW FROM THE PROGRAM.**