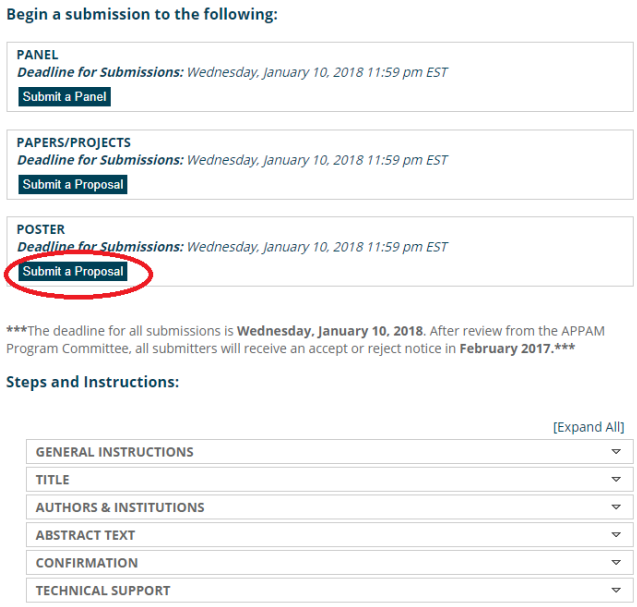
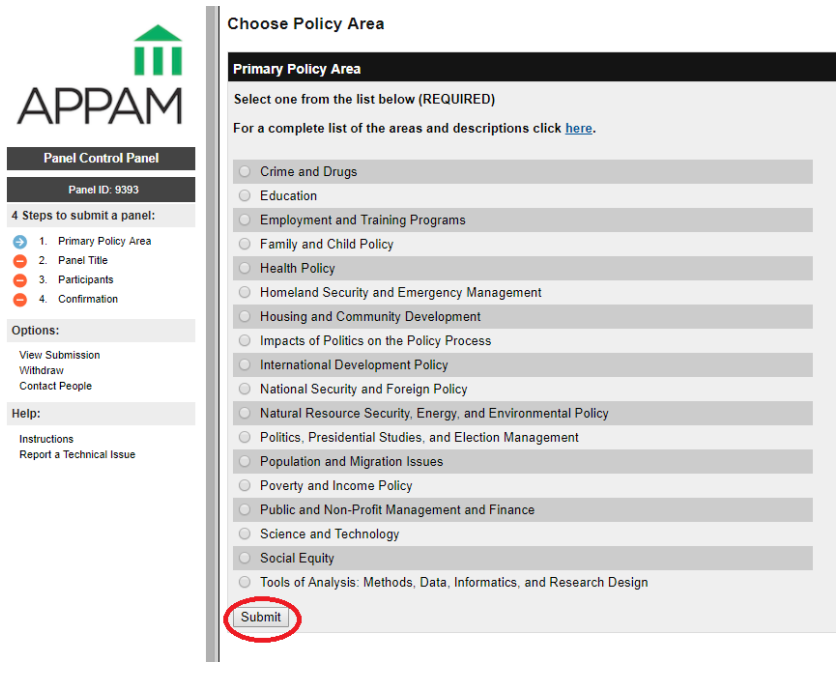
APPAM 2018 Regional Student Conferences
Poster Submission Instructions

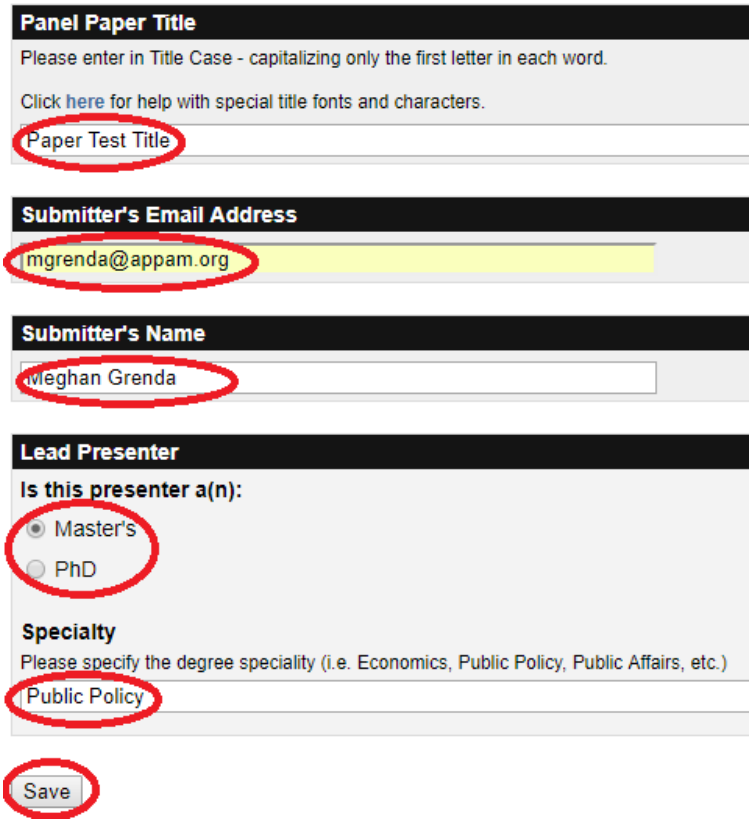
1. **Open the Call for Proposals Page:** Click 'Submit a Proposal' under 'POSTER."



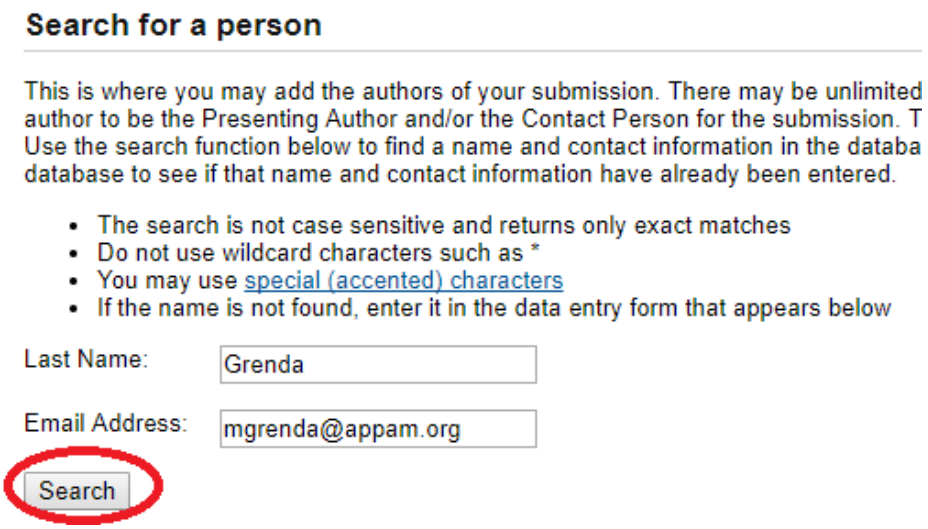
2. **Primary Policy Area:** You will be asked to select a policy area. You may only select one area for submission. After selecting the appropriate area, click 'Submit' at the bottom of the screen.



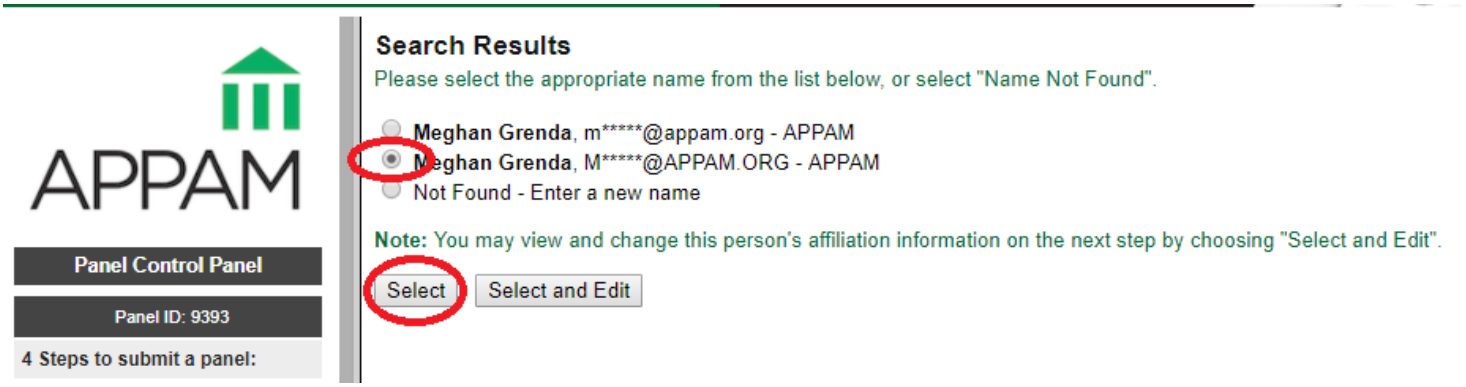
3. **Poster Title:** You will be asked to enter your poster title, email address, your name, your degree program, and specialty. Please note that all communications from APPAM regarding this poster will only be sent to the email address provided as 'Submitter's Email Address'. No other authors from the submission will receive communications from APPAM. After entering the information and answer the questions, click 'Save'.



4. **Author** – You will need to enter the author's information of the poster. To enter an author (this is usually you), enter the last name or email address into the fields provided and select 'Search.'

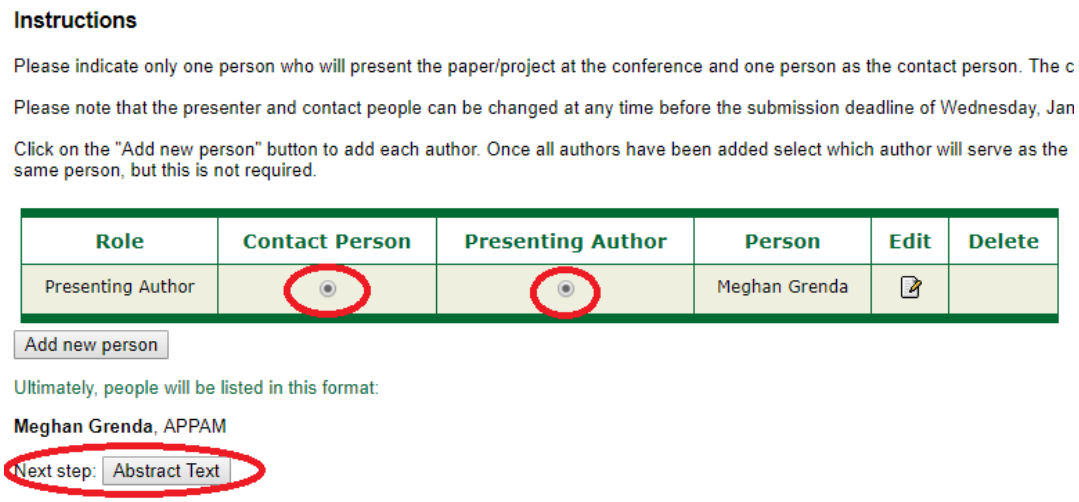


From the search results, either select an individual from the results or 'Not Found' if the individual does not appear in the search, then click 'Select. If you selected 'Not Found', you will have to opportunity to enter information for them.

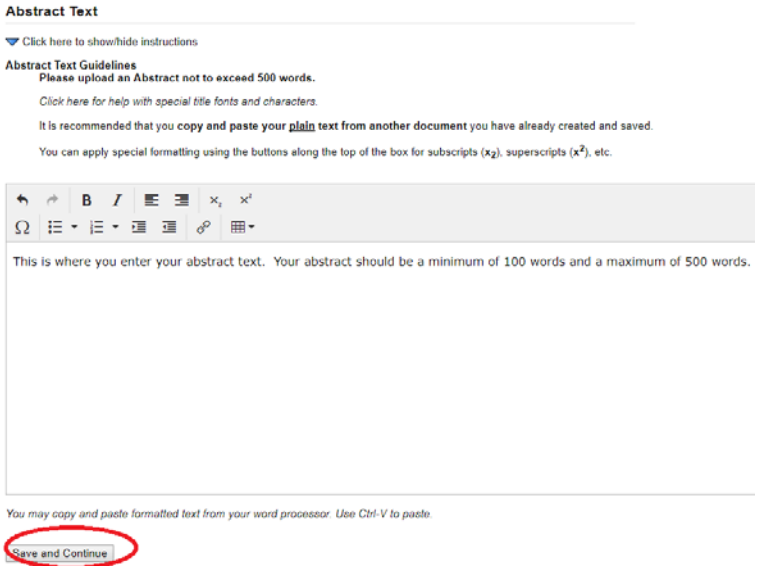


As you select they author, they will all show on the screen like below. Please indicate if this is person is a.) the presenting author and/or b.) the contact person. In most instances this will be the same person.

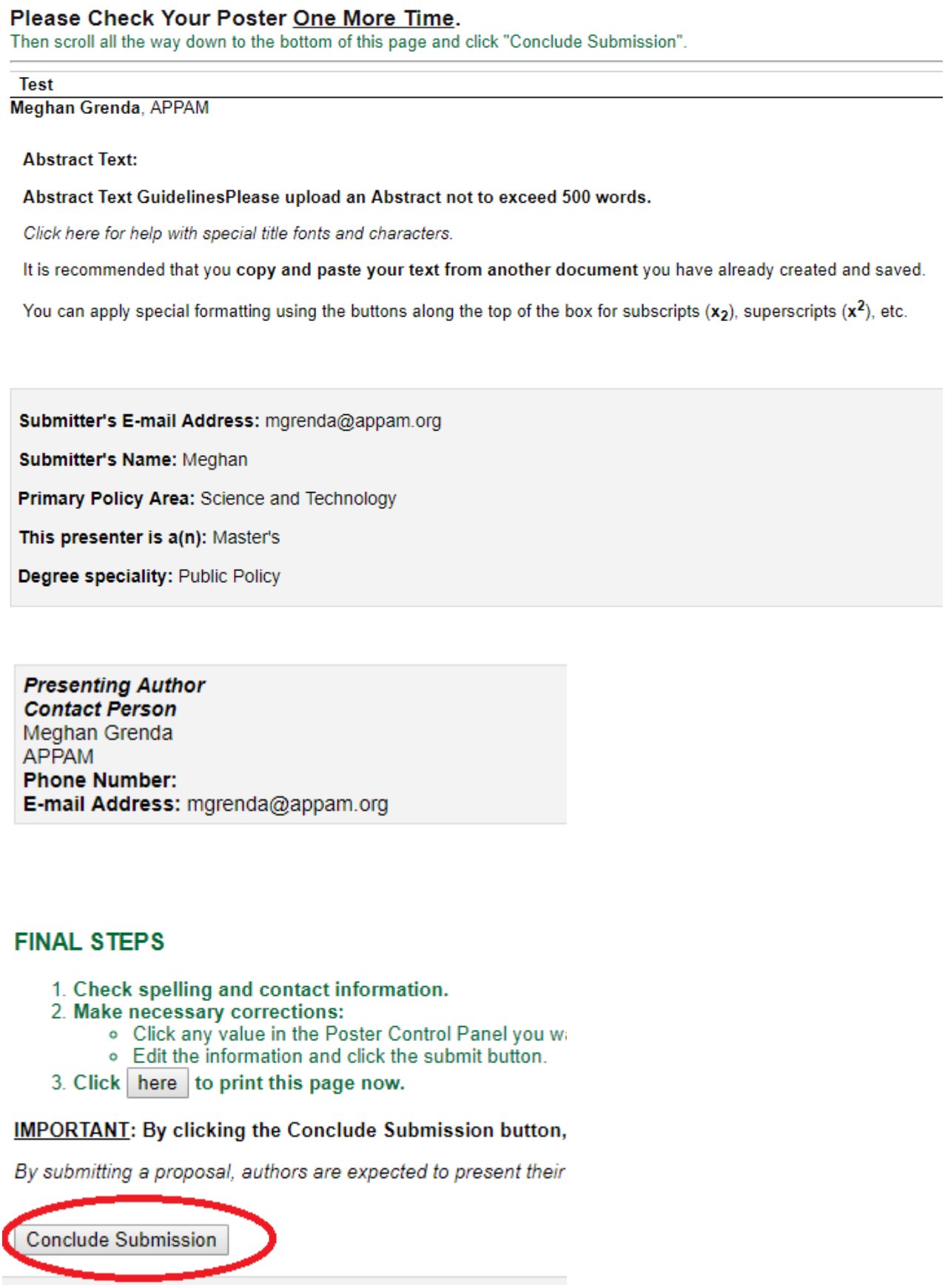
From there, select 'Abstract Text' to enter your abstract.



Once you have entered your abstract text, select 'Save and Continue."



5. **Confirmation:** You will have the opportunity to review your paper submission. Please ensure that all the information listed is correct. When finished, click 'Conclude Submission' at the bottom of the screen to receive your submission confirmation.



Please Check Your Poster One More Time.

Then scroll all the way down to the bottom of this page and click "Conclude Submission".

Test

Meghan Grenda, APPAM

Abstract Text:

Abstract Text GuidelinesPlease upload an Abstract not to exceed 500 words.

Click here for help with special title fonts and characters.

It is recommended that you **copy and paste your text from another document** you have already created and saved.

You can apply special formatting using the buttons along the top of the box for subscripts (x_2), superscripts (x^2), etc.

Submitter's E-mail Address: mgrenda@appam.org

Submitter's Name: Meghan

Primary Policy Area: Science and Technology

This presenter is a(n): Master's

Degree speciality: Public Policy

Presenting Author
Contact Person
Meghan Grenda
APPAM
Phone Number:
E-mail Address: mgrenda@appam.org

FINAL STEPS

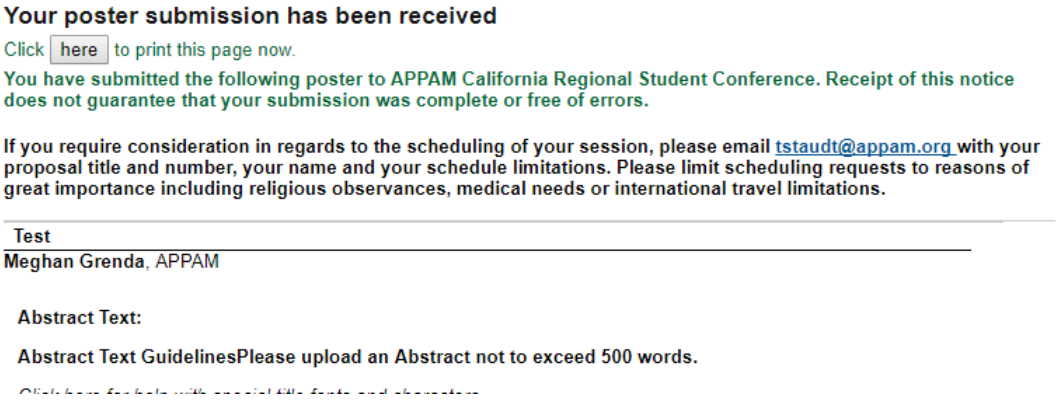
1. **Check spelling and contact information.**
2. **Make necessary corrections:**
   - Click any value in the Poster Control Panel you w
   - Edit the information and click the submit button.
3. **Click** here **to print this page now.**

IMPORTANT: By clicking the Conclude Submission button,

By submitting a proposal, authors are expected to present their

Conclude Submission

6. **Confirmation:** You will have the opportunity to review your poster submission. Please ensure that all the information listed is correct. When finished, click 'Submit' at the bottom of the screen to receive your submission confirmation.



Your poster submission has been received

Click here to print this page now.

You have submitted the following poster to APPAM California Regional Student Conference. Receipt of this notice does not guarantee that your submission was complete or free of errors.

If you require consideration in regards to the scheduling of your session, please email tstaudt@appam.org with your proposal title and number, your name and your schedule limitations. Please limit scheduling requests to reasons of great importance including religious observances, medical needs or international travel limitations.

Test

Meghan Grenda, APPAM

Abstract Text:

Abstract Text GuidelinesPlease upload an Abstract not to exceed 500 words.

After submitting your proposed poster, you will receive an email with the link to your submission. You may make any edits you'd like to the submission until the deadline of **January 10th for the California Conference and January 26th for the DC conference**. After that date, all submissions will be closed and edits may not be made.

PLEASE NOTE: By submitting a proposal, authors are expected to present their work should it be accepted and placed on the program. Papers/Projects and posters do not need to be complete in order to be presented at the conference.