

# OTC Accepted Authors Checklist

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## Acceptance letter

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- 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- Acknowledgement or Withdrawn Notification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-----

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## Preparing Pre-Conference

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- 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 \_\_\_\_\_

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## Preparing Your Manuscript

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- 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**

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### Travel

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- 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

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### PowerPoint Presentation

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- 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 22 MINUTES**

**EPOSTER 22 MINTUES**

**17 PRESENTATION 5 Q&A**

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### At the Conference

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- 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.**