



## ITEC+EATS Technical Session Instructions

Thank you so much for presenting your paper at ITEC+EATS. Please review and follow all the guidelines provided below. **We request you review and sign the IEEE Content Release form included in this packet as soon as possible. If there are any company approvals required, please allow time for that process.** If you have additional questions or concerns please email [Rebecca.k@rna-associates.com](mailto:Rebecca.k@rna-associates.com).

### Presentation Guidelines

Technical session presentations should maintain a 16:9 aspect ratio. A standard ITEC+EATS template is enclosed in this packet but not required. ITEC+EATS logo use is allowed only on presentations to be given during ITEC+EATS and must maintain a similar aspect ratio to any other logo it is positioned in line with.

### Presentation Length

Technical Session Presenters are given a 10-minute time frame to present with a 5-minute Q&A following the presentation. Technical Sessions are held Friday June 17. If a specific time is required, please email [carlie.shaw@rna-associates.com](mailto:carlie.shaw@rna-associates.com) no later than April 1, 2022.

### Registration Requirements

Each paper must have a full conference registration completed by April 24, 2022. Any paper not registered after that date risks being left off the conference publication. Any attendee that is unable to travel to the conference due to public policy will be refunded in full.

### Covid-19 Policy

The health and wellness of ITEC+EATS attendees is important to us. To ensure the safety of all attendees, you will be requested to sign an attestation of health upon picking up registration materials. If the presenting author becomes unable to travel or attend due to illness, accommodations can be made for the presentation. Details regarding this will be provided the week leading up to the conference.