



Information Required for Abstract Proposal Submission

This document is a sample of the fields that must be completed during the abstract proposal process. Questions? Contact the convention director: Karen.Francis@GulfEnergyInfo.com

To Begin, click on the "Log In" button at the top of the screen, and create an account by clicking on the "Need to create an account?" link. If you've previously submitted an abstract you can click on the "Forgot password" link and follow the prompts. The following screen images depict the general location of the links.

1. Main Presenter/submitter along with contact information.
2. Submission Title
3. Presenting Company
4. Topic (category)
5. Submission Details (maximum 300 words / 2,000 characters)
6. What were the complications, challenges, outcomes, etc.
7. How will attendees benefit from attending your presentation (no more than 50 words)?(If your abstract is selected, this is what we will use to promote your session.)

All sessions are 25 minutes of presentation time/5 minute Q&A. Longer sessions can be considered with justification.

Co-Presenter Details

If there is a co-presenter, be sure to include the name and contact information.

Important: please obtain your organizations approval prior to submitting the abstract!

After entering co-presenter details, **scroll to the bottom and click submit**. You must click submit for the submission to be recorded in our system.