

Important Deadlines for Session Organizer / Moderator

<p>October 1, 2017</p>	<p>CALL FOR PAPERS opens at the 2018 ASABE Annual International Meeting website – https://www.eiseverywhere.com/eSites/asabe2018aim/Homepage Authors need to log in and enter their title, abstract, session type, authors into this system</p>
<p>January 3, 2018</p>	<p>Deadline to submit abstracts. <i>The submission site is closed to authors for any changes.</i> If you have been identified as a session organizer your name will be attached to the Session Title which will give you permission to log into the system and review any abstracts which are submitted to your session.</p> <p>REVIEW: You will now review the abstracts submitted to your session. It is up to you to pick the papers that relate best to the title of your session and organize them in the order they are to appear in the programs.</p> <p>NUMBER OF PRESENTATIONS IN SESSION: The session should have 8 to 10 papers presented during the technical session time slot. If you have more than you need, another session can be created i.e. part 1; part 2. If you do not have enough papers to create a session contact your Program Chair for assistance. Please <u>do not delete</u> any submissions. If they do not fit in your session, send the paper ID to your program chair to be considered for a different session.</p> <p>TITLES: If your session title needs to be modified to reflect the abstracts submitted, this can be done. You will need to notify ASABE and your Technical Community Program Chair.</p>
<p>January 25, 2018</p>	<p>Organized sessions due to Program Chair</p>
<p>January 29, 2018</p>	<p>Notifications sent to presenters by session organizer/moderator. This is your first contact with your authors within your session.</p>
<p>February 1, 2018</p>	<p>ASABE will send notification to authors of the date and time (tentative) of their presentation scheduled for the program.</p> <p>SITE REOPENS to authors to make changes or additions to their submitted abstract. https://www.eiseverywhere.com/eSites/asabe2018aim/Homepage</p>
<p>June 15, 2018</p>	<p>Full presentations are due to ASABE headquarters</p>
<p>June 15, 2018</p>	<p>EARLY BIRD REGISTRATION DEADLINE: <u>All</u> presenters must be identified and register for the meeting. Failure to register will result in removal of the presentation from the program. <i>SPECIAL NOTE: It is the responsibility of the submitting author to identify in eTouches the person who will be making the presentation at the meeting.</i> If a coauthor is making the presentation then this person needs to be identified as the presenter.</p> <p>On June 16, 2018 we will remove presentations from the program whose authors have not registered. NO EXCEPTIONS.</p>
<p>July 29-Aug 1, 2018</p>	<p>ASABE Annual International Meeting, Cobo Center, Detroit Michigan</p>