Presenter FAQs

Below are common questions asked by presenters. If you have a question not covered in this FAQ, please contact the Education Program Chair, LeRoy Bessler, at Le_Roy_Bessler@wi.rr.com.

1. How do I submit a paper proposal?
2. How do I modify my paper title or abstract after I have submitted a proposal?
3. How and when will I be notified whether my paper has been selected?
4. If my paper proposal is accepted, how and when will I find out to which Section and Section Chair my paper has been assigned?
5. If I submit a paper and it is accepted, is my attendance required at the conference?
6. Are there any guidelines for creating my paper and presentation?
7. Are there any resources to help me create my poster?
8. What are the deadlines I need to know about as a presenter?
9. Where do I find the Copyright Grant Form, and where do I send it once I sign it?
10. When do I register for the MWSUG 2010 Conference?

1. How do I submit a paper proposal?

Please read the Call for Papers prior to submitting a paper proposal. The online paper submission tool will ask you to provide the following information:

- The name, email address, phone number, and physical address of the author
- Names, email addresses, and affiliation of any co-author(s)
- The title of your proposed paper or poster
- An abstract of your proposed paper or poster
- An optional working draft of your paper
- Short biography for yourself and any co-author(s)
- You will be asked to indicate the type of paper
- You will be asked to select from a list of categories to characterize your paper. Please be sure to check all that apply.

Once you are ready to submit a proposal, go to the MWSUG Paper Submission Web Site. On the left-hand side of the web page and under "For Authors" section, click on the link within "Click HERE to make a *new* submission."

2. How do I modify my paper title or abstract after I have submitted a proposal?

You will need your Submission Passcode to modify any aspect of your proposal. You can find the Submission Passcode in the e-mail that was sent to you after submitting your proposal. The Submission Passcode is alpha-numeric (e.g. 3X-A7P2E4T6J3). If you cannot locate your Submission Passcode, email your Section Chair or LeRoy Bessler at Le_Roy_Bessler@wi.rr.com.

If you know your Submission Passcode, go to the [MWSUG Paper Submission Web Site](#). On the left-hand side under the "For Authors" section, enter the passcode in the box provided and click "ENTER". Click on the "Revise Submission" link. Scroll down to the section of your submission that you would like to modify. After making the necessary modifications, click the "Submit" button at the bottom of the screen.

3. How and when will I be notified whether my paper has been selected?

Conference leaders review and select papers. Each submission, which should contain an abstract and a working draft, is judged on the quality of the idea and the writing. Leaders will make final decisions after receiving all submissions. The Section Chairs will notify authors by June 8, 2010.

4. If my paper proposal is accepted, how and when will I find out to which Section and Section Chair my paper has been assigned?

If your paper proposal is accepted, it will be assigned to a Section of the conference. On or before June 8, 2010, your Section Chair will send you notification of acceptance, the title to be used for your paper, and the paper code to be used when naming the final PDF version of your paper. Your Section Chair will be your primary liaison to the conference, and is the person you should normally turn to before or during the conference. At the time of your presentation, there will also be an in-room Session Coordinator to assist you.

5. If I submit a paper and it is accepted, is my attendance required at the conference?

Yes, at least one author is required to attend and present at the conference.

6. Are there any guidelines for creating my paper and presentation?

Yes, please refer to the Presenter Guidelines for additional information about creating your paper and presentation. If you have additional questions, please contact your Section Chair or LeRoy Bessler at Le_Roy_Bessler@wi.rr.com.

7. Are there any resources to help me create my poster?

Yes, please refer to the Presenter Guidelines for additional information about creating your paper and presentation. If you have additional questions, please contact your Section Chair or LeRoy Bessler at Le_Roy_Bessler@wi.rr.com.

8. What are the deadlines I need to know about as a presenter?

May 24	All paper proposals must be submitted through the MWSUG Paper Submission Web Site.
June 8	Section Chairs will notify paper proposers as to acceptance no later than June 8.
June 22	The Copyright Grant Form must be printed and signed by ALL authors of each paper and submitted.
August 9	The final PDF version of each paper must be consistent with MWSUG Presenter Guidelines, named with your paper code, and uploaded at the MWSUG paper submission web site. Earlier submissions are welcomed, encouraged, and appreciated by the Section Chairs. The Section Chairs and Proceedings Coordinator will review the paper and provide any necessary feedback to each presenter. Any revisions will be required on a timely basis.
September 3	Early discount ends. All presenters must be registered by this date.
August 30	Hands-On Workshops ONLY: All presenter files, program code, software requests due.
October 1	Slide file format must be PPT, NOT PPTX (i.e., NOT PowerPoint 2007).

9. Where do I find the Copyright Grant Form and where do I send it once I sign it?

The Copyright Grant Form must be printed and signed by ALL authors of each paper. Authors can send their signed Copyright Grant Forms in one of three ways:

Mail to:
Alexandra Riley
1953 Blackhawk Dr
Grafton, WI 53024

Fax to:
1-414-288-6318
Attention: Alexandra Riley

Sign, scan and email to: CommunicationsChair@mwsug.org

10. When do I register for the MWSUG 2010 Conference?

All presenters need to register for the conference on or before the early registration deadline of September 3, 2010. Registration opens on July 1, 2010.