**Expectations for SAMPE Authors**

If your abstract is approved, authors are expected to adhere to the following guidelines:

1. Submit your complete and final Technical Paper by January 19, 2024. Your paper must meet published specifications and guidelines. You will be required to have your paper reviewed and approved by the SAMPE Technical Committee before you are invited to submit a presentation.

2. Refrain from any direct marketing of products, services, software, or other commercial ventures in the technical sessions.

3. Make no changes to content of the Technical Paper or presentation after the Technical Paper has been accepted.

4. All Speakers will be responsible for paying for their conference registration fee. Speakers will receive a 30% discount off a Full Conference or a Day Pass. Speakers are required to register by the published deadline. Co-presenters must register for the conference.

5. Open papers will be published on the conference proceedings. You will be required to sign a Speaker Agreement Form through the SAMPE Submission Site.

6. ITAR are presentation only. There is not technical paper associated. Presentations that are deemed ITAR will be presented in closed sessions within their appropriate category. ITAR submitters are asked to send their Presentations directly to Rocio Figueroa [rocio@sampe.org](mailto:rocio@sampe.org) as an encrypted Word Document. The password should be provided separately.

7. Open paper authors only: Upload your complete and final PowerPoint presentation to the Presentation Management website by April 19, 2024. Your presentation may not include any direct marketing of products, services, software, or other commercial ventures.

8. Abide by the strict 25-minute time limit for giving your presentation (20-minute presentation with 5 minutes for Q&A).

Contact: Rocio Figueroa at [rocio@sampe.org](mailto:rocio@sampe.org) or 626-540-4112