Call for Presentations Submission Guidelines

2025 UTC Telecom & Technology Conference

Submission deadline: 11:59 pm (ET), August 30, 2024

Acceptance notification: November 4, 2024

To submit your abstract

1. Create your account.
2. Select "Click here to begin a new abstract."

Required sections of the online submission process

1. **Title**
   - It Must be limited to 45 characters, including spaces.
   - This short title will be used in T&T-related material. This title should reflect the content of the abstract. Limited use of commonly accepted abbreviations or acronyms is acceptable. Use title case (the first letter of each word is capitalized, except for certain small words, such as articles and short prepositions).
2. **Speaker information**
   - The speaker's information generates the list of names and affiliations in the published abstracts for T&T.
   - Include all speakers. You may add as many speakers as necessary. You must provide complete information for each field: first and last names, company, city, state, and country.
   - Speaker names, last name, first name will be listed.
3. **Company field**
   - Use the "Organization" field to list the company name. If there is no company, enter 'N/A' in the field.
   - Be sure that the company name is consistent for each speaker. Do not spell out the organization for one speaker and abbreviate for a second speaker.
   - Use the arrows/numbers to order the speakers, including the presenting speaker, in the exact position you wish them to appear.
4. **Role**
   - Select your role type i.e., Submitter only or Speaker
5. **Presenter type**
   - Select the presenter type, e.g., Utility member, Utility non-member, Vendor member, Vendor non-member, or Industry partner.

6. **Biography**
   - All speakers must provide a short biography of 200 words, including spaces.
7. **Topic**
   - Select the topic for the main subject matter area.
   - Then select the sub-topic for the subject matter area.
     - These are only suggestions, and you are not required to fit specifically into any of these subject matter areas. The Program Committee will look at all abstracts submitted and create the subject matters and the program based on merit of the submissions.
   - If you selected 'Other,' please indicate or type n/a if that does not apply.
8. **Abstract description**
   - Single-spaced and cannot exceed 250 words. Do not include the title, authors' names or affiliations. Do not underline, italicize, capitalize, or bold for emphasis within the text.
9. **Utility speaker**
   - All sessions will require a speaker from a Utility. Please indicate which Utility you plan to invite. (If you need clarification, please give us insight into who you are thinking and let us know it is pending.)
10. **Terms and Conditions**
    - Please read through the terms and conditions. Check the box to indicate that you agree and sign your name on the line provided. Then, select 'Submit Agreement.'

Speaker notification

All speakers will be notified via email if the abstract is accepted or declined no later than November 4, 2024.

All speakers must register for the Telecom and Technology Conference and pay the appropriate registration fee if selected.

If you have any questions, please contact Cynthia Perez at cynthia.perez@utc.org.