

NORTHEAST POTATO TECHNOLOGY FORUM 2025 PRESENTATION, ABSTRACT & CONSPECTUS INSTRUCTIONS

Presentation title due no later than January 24th, 2025

Abstract and conspectus due no later than February 14th, 2025

The Northeast Potato Technology Forum 2025 program can accommodate ~30 technical presentations. In the event there are more presentation requests than time slots, we may offer some 5 minute lightening talks as well. Please indicate if you would be willing to give a lightning talk when submitting your presentation title.

Please follow the guidelines when submitting your paper:

Presentation Guidelines

Time allotment

- Maximum of 15 minutes allotted for each oral presentation including questions.
- Moderators will inform presenters when they have 2 minutes left, and will inform the speaker when their time is up. Questions will be taken if there is time remaining.

AV Resources:

- Presentations should be in MS PowerPoint. 16 x 9 slide format size.
- Presenters should bring a copy on a USB stick to the meeting to be uploaded at the break before your presentation.

Abstract submission Guidelines

- Submit your presentation title by January 24th, 2025 to neptf.potato@gmail.com
- Final abstracts are required by February 14th, 2025 to neptf.potato@gmail.com
- Please limit abstracts to 500 words. If you would like to submit a longer conspectus (see criteria below), please submit an abstract as well.
- Please submit your abstract in the following format:
 - MS Word file format
 - Title: Capitalize the first letter of each word, bold and center the title on the page.
 - Authors: Authors and author affiliations centered on the page. Identify the presenting author with an asterisk.

Conspectus submission Guidelines

Length: To facilitate the flexible format of the Forum, a conspectus may be from a minimum of one page to a maximum of 5 pages, including all Tables and Figures. Do not number lines or pages.

Tables: Tables may be incorporated into the body of the text or appear at the end of the document. Tables should be numbered consecutively and have a title that appears at the top of the table.

Figures: Figures may be incorporated into the body of the text or appear at the end of the document. Figures should be numbered consecutively and have a title that appears at the bottom of the figure.