

INSTRUCTIONS FOR PREPARING AND SENDING MANUSCRIPTS



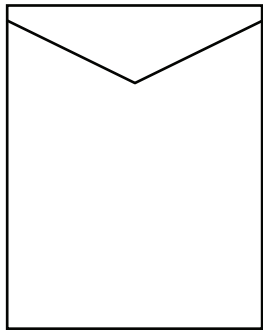
Following these instructions carefully will help the Manuscript Retrieval team efficiently track your manuscript during the conference.

Fill out the form according to the Pre-conference Manuscript Submissions guidelines. Please pay careful attention to all bolded items in instructions.

When you have completed the form, write the first letter of your last name, in bold, black marking pen, at the top right corner of the form (see diagram).

Prepare, package, and send your manuscript(s) (two maximum) according to the instructions below.

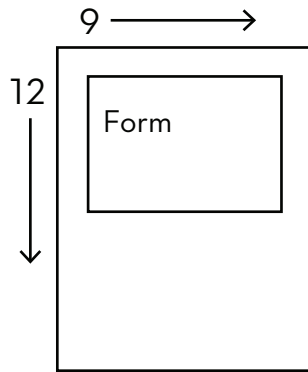
For each manuscript...



Use 9 x 12 – licked edge type envelope; **no** clasp.

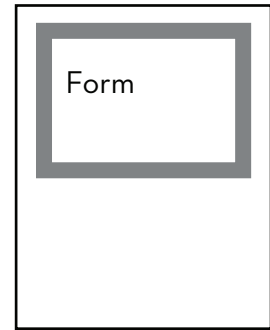
Tuck in top flap so it is inside the envelope.

Insert your manuscript, **pages only**. No folders, paper clips, or staples.

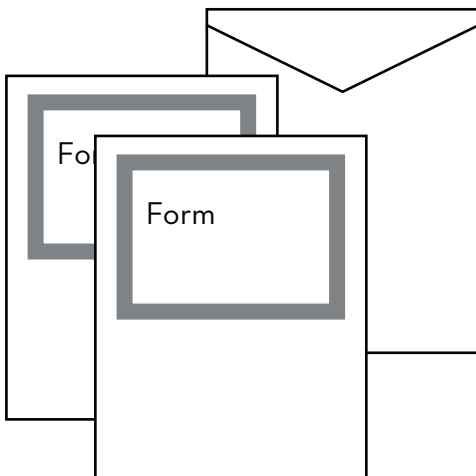


Turn over envelope.

To front side of envelope, position the form toward top edge of the envelope.



Using clear tape, attach the form onto envelope by completely taping all four edges.



Please review all instructions to be sure you have correctly prepared the form and the packaging of your manuscript.

Insert prepared manuscript(s) into one 10 x 13 envelope and mail to:

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