

SOLAR 2014 - ASES NATIONAL SOLAR CONFERENCE

Technical Session Terms & Conditions

When you submit your abstract, paper or forum presentation to be considered for participation at the National Solar Conference, you are agreeing to the following terms and conditions.

BY SUBMITTING YOUR WORK YOU UNDERSTAND AND AGREE THAT:

- => The work is original, and you own the rights to or have permission to use any images presented within the work.
- => The National Solar Conference is first and foremost an academic, technical conference regarding the development of solar energy technologies. While we certainly encourage the networking of principals, companies and projects in the sector, blatant self-promotional presentations and content are not allowed in the conference, may be halted, and will not be included in the proceedings.
- => You will register in an on-line system to make your submittal. You will be able to revise your submittal up to the submission due date, and will be expected to use the same system to upload your final paper and/or presentation if your abstract/proposal is accepted for presentation. Further, you will keep track of the URL provided by the system after you submit your abstract, so that you can access it again if and when necessary.
- => You are responsible for ensuring your submissions are complete. If you have not filled out the submission form completely, or have not uploaded your abstract or paper, your submission will be incomplete and will not be reviewed. ASES is not responsible for incomplete submissions.
- => You have the opportunity to state your preference for presenting technical work either orally, or as a poster. You must make this preference selection at the time you submit your abstract/proposal. You agree that your preference is not binding on ASES. The length of an oral presentation may vary and if your proposal is selected, the time allotted to you will be communicated at the time of notification of acceptance. Forum presentations will be either 90 or 105 minutes in length. A complete proposal for a forum presentation will include the entirety of the session including topic, speakers, discussion format.
- => When you submit the abstract or proposal, you must fill out the on-line submittal form completely – including all authors/speakers and their affiliations. Program and proceedings table of contents are constructed from the information YOU submit. If you do not submit correct or complete information about authors or your paper title, the program and the proceedings will be incorrect.
- => Decisions by the conference review committees are based ONLY on the abstract or proposal you submit, and decisions are final. You will not have the opportunity to appeal the committee's decision. You will be notified of your acceptance or rejection by email by March 15, 2014. If you have not received your email confirmation by March 18, 2014, please contact the ASES office immediately.
- => Submission of a forum proposal and abstract on the same research by an author or group of authors is strongly discouraged and the review committee is unlikely to approve both formats for the same work.

IF YOUR ABSTRACT OR PROPOSAL IS ACCEPTED FOR PRESENTATION:

- => **You must register for and pay to attend the conference by the registration due date (May 15, 2014). Registration is non-refundable.**
- => **You agree that your ASES membership will be current at the time of the conference. If you are not an ASES member, you agree to purchase a conference registration that includes ASES professional membership. If you do not yet hold a university graduate degree, you may purchase a student membership instead.**
- => For papers to be included in the proceedings, ASES requires that you or one of your co-authors register, pay the full conference registration, attend, and present the paper to your fellow conference attendees. Therefore, Each paper accepted for inclusion in the conference program must have at least one author registered to present the paper. Papers that do not have a presenting author registered with the required fee paid before May 15, 2014 will NOT be included in the conference program and will NOT be included in the proceedings.
- => A student who is a co-author of a paper may register at the full conference/Student rate and present 1 paper. However, in order for a student to present more than 1 paper, at least 1 non-student author of the second paper must register as well.

=> It may be necessary to move papers from one presentation format to an alternative format depending on the volume of papers submitted in specific tracks and the overall content of the conference (e.g. it may be necessary to move papers from "oral" to "poster" sessions).

=> To have your paper to be considered for more than just one format, you must indicate all of the presentation format(s) you wish to pursue on your submission form: Oral, and/or Poster, or Forum. You will not be considered for those formats that you do not check on your submission form! You will be notified which session format your paper has been entered into when you receive your acceptance email in February.

=> You must keep your contact information complete and up to date in the on-line submittal system, especially your e-mail address. We will communicate with you almost exclusively by e-mail. Final papers and posters must be formatted according to the instructions you will receive in your acceptance packet. Final papers will be submitted online only and you agree to fill out the on-line submittal form completely – including title and all authors and their affiliations. This information will be used in the final conference program and the proceedings.

=> If you submitted an abstract, you must submit the related final paper for inclusion in the conference proceedings. You must complete and electronically submit your final paper by June 1, 2014.

=> You must be available for presentation between 9 am and 6 pm on Monday, July 7, Tuesday July 8, and Wednesday July 9. Any special scheduling requests must be made prior to March 15, 2013 and may not be fulfilled.

=> You must provide a presentation release and transfer the paper's copyright to the American Solar Energy Society using the online system during submission of your final paper and presentation.

=> We will develop a preliminary session schedule by March 17, 2014. This schedule is subject to change. You MUST be available to present your paper during any of the times stated above. The online program will contain the most up-to-date schedule information. You agree to monitor the time of your presentation.

=> The conference proceedings will be produced and published after the conference, and will include presentations as well as papers. You will have the opportunity to decline permission for your presentation to be published.

=> If you are using a digital slideshow (e.g., PowerPoint) for your presentation, you agree to submit that by the presentation deadline: June 15, 2014.

FOR FORUM SESSION PROPOSALS THAT ARE ACCEPTED FOR INCLUSION AT SOLAR 2014, THE FOLLOWING REGISTRATION REQUIREMENTS APPLY:

1) The submitter of the forum proposal (also referred to as the forum organizer or moderator) must register by May 15, 2014 in order to confirm that the session will take place. Failure to register by this deadline will result in the session being dropped from the schedule. As a forum organizer you may register for a single day or multiple days. You may utilize the Forum Speaker registration discount if applicable (maximum 1 discount per registration).

2) As the forum organizer you will be able to register the additional speakers for the session or they may do that individually. Additional speakers for your session must also be registered by May 15, 2014.

AT THE CONFERENCE

You are expected to obtain your name badge and other registration materials a minimum of 60 minutes prior to your scheduled session time.

You MUST use the conference computers for your Powerpoint presentation. Switching computers takes away time from others' presentations, and if presentations are not on the conference computers, we cannot capture them and include them in the conference proceedings.

If you do not present your paper at the conference, it will not be published in the conference proceedings, even if you registered and paid to attend the conference.