

Title in 13-Point Arial Type, Centered, Initial Capitals, Maximum Fifteen Significant Words

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Overview. This illustrates the appearance of abstracts submitted to be considered for placement in the program of a Battelle Conference. Abstracts must be in English, cannot exceed one page, and are to be prepared as Microsoft® Word for Windows files. Abstracts should be well written, clearly and concisely outlining the material being proposed for presentation. The ***required section headings*** listed under “Text Format and Content” will enable reviewers to quickly comprehend the scope of the work, evaluate the proposed presentation, compare it with others on similar topics, and, if accepted for the program, assign it to a session. ***Abstracts with a pronounced commercial or marketing tone will not be accepted.***

Submittal. Abstracts must be uploaded through the link found on the Conference website on the Abstract Specifications & Submittal page for the appropriate Conference and should be submitted by the specified due date for maximum opportunity for program placement. Abstracts submitted by email will not be accepted for review. Before going to the upload screen, collect postal and email addresses and other contact information for all authors on the abstract. In addition, open the abstract so that you can paste it into the designated field. The Microsoft® Word version of the abstract will be required for upload.

Title and Author Block Format. Set left/right/top/bottom margins at 1 inch (2.5 cm for A4 paper size). Type the title in 13-point Arial and then reset the font to 11-point Arial. Leave a blank line before the author list; after each author or group of authors, use parentheses to enclose the employer/affiliation, city, state/province (if applicable to the country), and country. Group authors so that each employer/city combination appears only once (see XYZ Company example above). For employer, state only the corporation, university, or government agency name; **omit division, department, street address, post office box number, and telephone number**—these details are to be entered on the submittal form. ***Bold and italicize*** the corresponding/presenting author’s name and add email address (in parentheses) immediately after the name (see ***Maria Fernandez*** example above). Add email addresses as desired for other authors.

Text Format and Required Sections. Single space and left justify the three sections described below. Leave one blank line between paragraphs and do not indent paragraphs. Use the ***required section headings***, typed to look like “**Text Format and Required Sections**” in this paragraph. Do not include keywords, pictures, or graphs, but do add any necessary disclaimers.

Background/Objectives. State the problems, situations, and objectives that led to the work intended to be presented. For pilot- or field-scale work, briefly summarize the history, climate, and other pertinent conditions of the site(s). If the site(s) cannot be named for reasons of confidentiality, provide enough information to establish context.

Approach/Activities. Describe the project scale (e.g., laboratory, field) and identify the scientific principles, technology, or combination of technologies being studied.

Results/Lessons Learned. Mention any results that can be discussed now and describe the types of data and analyses expected to be available at the time of presentation.