

Abstract Formatting Guidelines

Abstracts should be approximately 200-300 words, single-spaced, and should clearly describe the topic being addressed.

All abstracts must include:

- A. Title (10 words or less)
- B. Brief Topic Summary (50 words or less – for agenda description)
- C. Identify whether this is an Individual presentation or panel discussion and the names/occupations of those speaking
- D. Identify any continuing education units your presentation is/will be able to provide (LEED CMP, AIA CEUs, etc.)
- E. Author(s) name and affiliation(s)
- F. Contact Information - mailing address, email and phone number

If the reviewing committee is unable to get a clear understanding of what you will be presenting, the topic is likely to be rejected. You may submit multiple abstracts.