**2020 IISE Annual Conference: Extended Abstract Template and Guidelines**

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FORMATTING GUIDELINES: Extended abstracts must be created in a Word document formatted to 8.5” x 11” (21.59cm x 27.94cm) with the following margin settings: Top & Bottom 0.75 in (1.91 cm); Left & Right 0.75 in (1.91 cm). The abstract should be no longer than 1 page, including 1 optional figure or table that should be placed after the References section. The font should be Times New Roman, size 11 points for the abstract title and 10 points for authors, institutions, email address, and body sections. **The body should be organized into appropriate sections according to the nature of the study; a suggested organization is provided below.** Save abstracts as a PDF before uploading to the submission site. (DO NOT INCLUDE THIS INSTRUCTIONAL PARAGRAPH IN YOUR ACTUAL ABSTRACT.)

**INTRODUCTION**:

The introduction must contain a brief overview of the problem, hypothesis, objective, or application. Please remember the multidisciplinary nature of IISE’s membership when writing your abstract. The opening paragraph should be understandable and of interest to both specialist and non-specialist alike.

**METHODS:**

Brief overview of key methods, including computational modeling, experiments, statistical techniques etc.

**RESULTS AND DISCUSSION:**

Summary of key results, inferences and limitations within the framework of stated question, hypothesis, or objective.

**CONCLUSION:**

A summary of the context of the study and key findings (1-2 sentences).

**ACKNOWLEDGEMENTS:**

(Optional) Include acknowledgements.

**REFERENCES:**

(Optional) Include up to 3 key references following [APA citation style](https://www.mendeley.com/guides/apa-citation-guide).

**FIGURE/TABLE:**

(Optional)

REVIEW CRITERIA: Abstracts will be peer-reviewed and accepted/rejected based on the following criteria:

* Relevance to the track and ISE
* Adequacy of technical merit and contributions
* Quality of writing and adherence to formatting guidelines

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