**Emerald Conference Abstract Portal**

**Key Dates:**

Abstract Submission Portal Opens: October 15, 2021

Revision Deadline: December 15, 2021

Abstract Submission Deadline: December 19, 2021

Decision Notifications: January 7, 2022

Presentation Agreements Due: January 13, 2022

Draft of Oral Presentations Due: January 28, 2022

Final Oral Presentations Due: February 17, 2022

Written Paper Drafts Due: February 17, 2022

Revised Written Paper Drafts Due: March 15, 2022

**Guidelines:**

- Submissions must be scientific and/or technical in nature and should fall under the interest areas of the conference.

- Submissions must be original and not previously presented without disclosure of presentation.

- Previously presented abstracts will be considered if, the abstract has a significant extension of previously published or presented work.

- Abstracts are **limited to 250 words.**

- Interest areas for submission are (please select as many areas as apply):

    • Analytical Solutions

    • Cultivation and Alternative Strategies

    • Extraction and Separation

    • Formulation and Fill/Finish

    • Pre-Clinical/Clinical Research

    • Other: _____

    While our core focus in cannabis, we will also consider work in psychedelics.

- Authors must choose their presentation type (oral or poster).
  If you chose oral, would you be willing to do a poster session if you are not selected for an oral presentation? (Y/N)

- No revisions to the abstract may be made after the revision deadline.

- Oral presentations must reflect the submitted abstract. In particular, the title, authorship, and scientific content.

- Abstracts containing overt sales or marketing materials will be rejected. Presentations and papers containing overt sales or marketing will be rejected.

**Responsibilities of Presenting Authors**

- Presenting author must be listed as one of the co-authors on the abstract.

- Presenting author will serve as the primary contact for all correspondence regarding the submission and presentation.

- Presenting author will be responsible for:

  - Ensuring all authors have read the abstract and agreed to be co-authors.

  - Obtaining copyright information from all co-authors.

  - Notifying all co-authors of any changes, deletions, additions as communicated by the Emerald Conference Scientific Committee.

  - Forwarding all communication surrounding the abstract and presentation.

  - Creating and delivering the presentation as well as a written version of the presentation to be included in published proceedings of the conference.

**Review & Selection Process**

- Before and after the abstract submission deadline, abstracts will be released tothe Scientific Committee for review.

- Committee members will be notified of any modifications.

- Abstracts will be evaluated and scored, based on their scientific merit.

- Incomplete Abstracts will be rejected.

- Abstracts containing overt sales or marketing will be rejected.

- Peer review of submissions will be done by Interest Area as chosen by the author.

**Acceptance/Rejection Notification**

- Notification of acceptance or rejection will be emailed to the author by 11:59PM PST (UCT-07:00) January 7, 2022.

- If your abstract is accepted, the email will specify whether it is accepted as an oral or poster presentation.

**Post-Acceptance Formats**

- Oral presentations will be required to be presented using a PowerPoint template. Conference management will email upon receipt of the SpeakerAgreement.

- Speakers will have 30 to 45 minutes to present

- Speakers, at the conference, will be provided a podium, screen with presenter view, a clicker (to forward the slides), and a lavalier microphone.

- Poster Presentations are required to fit on a 4' tall x 8'wide poster board.Maximum poster size is 3'10" tall x 7'10" wide. Posters should be in Landscape Orientation.

- Poster presenters are highly encouraged to use a poster formatted using [this presentation concept.](https://www.youtube.com/watch?v=1RwJbhkCA58) https://www.youtube.com/watch?v=1RwJbhkCA58

- Conference management also will share guidelines for written proceeding papers upon acceptance