



WESTERN USERS OF SAS SOFTWARE, INC.
27TH ANNUAL EDUCATIONAL FORUM AND CONFERENCE
Seattle, Washington
September 4 - 6, 2019

Submission Guidelines

Please post this quick reference sheet in an area where you can easily refer to it throughout your paper writing process.

- **Copyright Grant Form Guidelines:**
 - **Your signed and uploaded grant form as a PDF is due on or before July 19, 2019.** Please ensure that the title and the author(s) that you put on your copyright form match the title and author(s) of your final paper.
 - Upload the completed copyright PDF form to the WUSS Paper Submission System under the following instructions:
 - Go to the [Paper Submission System](#).
 - Log in using the passcode created and emailed to you when you submitted your abstract.
 - Navigate the abstract submission page to the “Upload Copyright Grant Form” section.
 - Attach and upload your PDF file of your copyright form.
 - If you change the title and/or author of your paper, please notify your section chair as soon as possible. The Copyright Grant Form must have the title and author(s) exactly as it appears on the final paper.
 - All 3 pages of the Copyright Grant Form must be uploaded, even if they are blank.
 - It is strongly recommended that you use the paper template for your paper to make sure you adhere to the paper format. The template can be downloaded from the [Presenter Resources](#) page on the website.
 - **Paper Guidelines:**
 - **A PDF file of your final paper should be uploaded by July 19, 2019.**
 - Papers are limited to 20 pages. Page counts include all charts, tables, and graphs.
 - Include the following in your paper:
 - Proper trademark references and the trademark citation.
 - Acknowledgements and references.
 - Your contact information.
 - Papers should be in a single-spaced one-column format and have page numbers at the bottom center of each page.
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- Upload the final paper as a PDF to the WUSS Paper Submission System under the following instructions:
 - Go to the [Paper Submission System](#).
 - Log in using the passcode created and emailed to you when you submitted your abstract.
 - Navigate the abstract submission page to the “Upload Final Paper” section.
 - Attach and upload your PDF file of your final paper.

- **Monday Tips Guidelines**
 - **One, two or three “Monday Tips” should be finalized in the WUSS Paper Submission System by July 19, 2019. This is a firm deadline.**
 - A guidance document with examples is available in the Monday Tips file on the [Presenter Resources](#) page on the website. Your section chairs and Academic Chair are here to help you identify and refine these statements if requested. Let’s have some fun with this!

- **Presentation Guidelines**
 - **A PPT file of your final paper should be uploaded by August 6, 2019.** If changes are needed after this date you must contact your section chair for instructions.
 - **We ask that you use the WUSS 2019 presentation template** that can be found on the [Presenter Resources](#) page on the website. This provides a consistent look across the presentations at the conference.
 - If you have any questions on these procedures, please contact your section chair or the academic chair (Hunter Glanz) at academic@wuss.org.
 - Please coordinate with your section chairs regarding your presentation schedule and slides prior to the start of the conference. Please make sure to contact your section chairs and plan to meet with them early during the conference to finalize details about your presentation session.

We appreciate your participation and look forward to seeing you in Seattle!
