



ABSTRACT SUBMITTAL FORM
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Deadline to submit Call for Abstracts is April 24, 2017

Presentation Title: _____

Presentation Topic: (if not discernible from the title) _____

Keywords: (i.e., energy savings, cool roof, modified bitumen, etc.) _____

Speaker(s) / Author(s) Information: Please identify speaker(s) if different from author(s). Presentations are limited to a maximum of two persons, one person is preferred.

Speaker Author

First Name **Last Name**

Company Name **Title**

Address **City, State, Zip**

Phone **Fax** **Email**

Speaker Author

First Name **Last Name**

Company Name **Title**

Address **City, State, Zip**

Phone **Fax** **Email**

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First Name **Last Name**

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Speaker Release Information: I acknowledge, if my abstract is selected for presentation that RCI, Inc. may record, via video and audio technologies, all or a portion of my abstract, PowerPoint and/or presentation. Additionally, I agree to sign a Speaker Release Form (if applicable).

Biography Attached: Please include a short bio of the speaker(s) and/or author(s). NOTE: All documents should be submitted in Word .doc format (no pdf).

Photo Attached: Formal headshot, full-color, high-resolution .JPG file, 300dpi or greater, at least 4"x6" size.

Select One - Proposed Presentation Level of Knowledge: **Intermediate**
 Advanced (no beginner submissions please)

I Have Presented: Please provide most recent speaking experience to include event(s) and date(s).

I Have Never Presented

I Have Never Presented, but Have Been Published: Please include most recent publication(s) and date(s).

I Have Never Been Published

Yes / N/A Owners/clients (if applicable) have been notified this abstract is being submitted for consideration of a presentation at the RCI Symposium on Building Envelope Technology and have given consent to do so.

I acknowledge this abstract and paper is original to the author and not previously published or presented nor scheduled for publication or presentation in any other publication or venue. Exceptions may be granted at the discretion of RCI.

Abstract Attached: See guidelines below. NOTE: All documents should be submitted in Word .doc format (no pdf).

Learning Objectives Attached: Four learning objectives required. The objectives are a brief explanation of the expected learning outcomes of the presentation. NOTE: All documents should be submitted in Word .doc format (no pdf).



Abstract: 200 words – discuss the objective of the paper proposed with conclusions and recommendations. To assist you in preparation of your abstract, all session times are 1.0 hour to include introductions and question-and-answer time.

Abstract Preparation:

1. Limit narrative on background and problem issues. Devote the majority of the abstract text to the following:
 - a. Identify the primary issue that the paper will address, and identify the type of new information that it will contribute to the literature.
 - b. Identify the basis for the information in the paper (e.g., research that you have conducted or your personal experience).
 - c. Identify what new information will be presented in the paper that will be useful to designers, researchers, manufacturers, contractors or building owners (i.e., to whom will the paper be of interest and will it provide meaningful, useful information).
 - d. Provide a minimum of four learning objectives. The objectives are a brief explanation of the expected learning outcomes of the presentation.
2. In summary, your abstract should make a concise case for the paper you are proposing. Ultimately, the paper should be technically sound, contain credible and new information, and be something that your primary audience will find useful.

Refer to the *RCI Guidelines for Presentation* for abstract and paper instruction (attached).

NOTE: Papers and abstracts accepted for presentation may subsequently be published in RCI publications. RCI reserves the right of first publication of all submitted materials accepted for presentation at any event sponsored by RCI and maintains the copyright thereafter. RCI education is not intended for marketing or promotion of products or services. **All submitted abstracts and papers must be original to the author and not previously published or presented, nor scheduled for publication or presentation in any other publication or venue.** Exceptions may be granted at the discretion of RCI.

SUBMISSION REQUIREMENTS

Submit a 200-word abstract by **April 24, 2017** to RCI headquarters. The RCI Building Envelope Symposium Committee will review abstracts. Authors will be notified regarding acceptance of their abstracts by **May 12, 2017**. If accepted, papers should be received at the RCI headquarters by **July 14, 2017** for peer review. Accepted papers will be published in the symposium *Proceedings*. Presenters are required to provide a final presentation in PowerPoint.