# Submission Guidelines and Resources

## Key Dates

**Revised Deadline** for abstract submissions: November 30, 2026
Acceptance notifications will be sent by on/about January 4, 2027
**FINAL** Session Presentations due in PPT format: February 19, 2027

## Submission Guidelines

IMPORTANT! We suggest you first develop and save your submission proposal in Word then copy and paste the information into the appropriate sections in the online form. The online form does not have spell check so editing your submission in advance ensures greater accuracy.

**NOTE:** Presentations must offer professionally relevant topics and avoid marketing any specific product, person, or business service. All sessions are intended to provide professional development and, therefore, attendees receive Professional Development Hour credits. The National Council of Examiners for Engineering and Surveying (NCEES) defines a PDH presentation as a professionally relevant instruction or presentation. Sessions can be individual presentations, moderated panel discussions, moderated roundtable discussions, or case studies.

## Submission Instructions & Important Tips for Completing the CFP

- All speakers must accept the *Content Speaker Agreement* terms and conditions at time of submission.
- Create a session title that captures the essence of your session in ten (10) words or less.
- A 200-400-word description of the session content – the description should "sell" your session to the reviewers – be concise about the value to the audience.
- A 50-word summary of the session to be used in conference promotional materials –this brief summary should tell people exactly what they'll get out of your session! Make it catchy so people want to attend.
- Four (4) learning objectives are required – action-oriented objectives the participants will gain by attending the session. Learning objectives should not be written as questions.
- A 100- to 150-word biography of each presenter is needed.
- Presenter(s) qualifications on the subject matter – what makes this person the one who should be chosen to speak on this topic.
- If applicable, other conferences where this information has been presented, including references.
- Co-presenters must be identified by name (do not just say "representative from USACE") and included in the abstract submission along with their contact information.

**PLEASE NOTE: Upon acceptance, we may modify the session title and/or description to match our writing style and format for promotional materials, the website, and program guide.**

**Please submit no more than two (2) abstracts.**

## Focus Areas

With Alaska's unique environment and its impact on built and natural infrastructure, presentations should highlight policy matters, design or construction challenges and successes, and business opportunities -- all with goals of:

- Driving Partnerships Through Focused Industry - Government Engagement

- Delivering Solutions for Critical Infrastructure and Mission Readiness Challenges

- Developing People to Strengthen America's STEM Pipeline and Technical Workforce

Once reviewed and accepted, presentations will be organized and laid into the overall agenda in focused topic areas. Plenary Sessions are planned for no more than 60 minutes and Breakout Sessions are planned for no more than 50 minutes, each including time for Q&A.

## Abstract Evaluations and Notification Process

Abstracts are evaluated using a peer review process through a panel of SAME Anchorage Post  Each abstract will be evaluated by a multi-disciplined panel of Industry, Government, and Retired experts using the following criteria: quality of abstract, accuracy, overall quality of writing, references, and relevance of the subject to the focus areas.

The review process takes four to six weeks to complete. Notifications of acceptance for the SAME Anchorage Post 2027 Arctic Industry Forum will be sent the week of November 20, 2026.

## Registration and Travel Info

If attending only on the day of the speaking engagement, registration is complimentary. Full conference registration rates will be available in the Fall of 2026. Both Public and Private Industry are responsible for all related travel costs.

NOTE: Any government speaker who submits an abstract is responsible for his/her own approval to attend and is assumed to have received that confirmation prior to submitting. The SAME Anchorage Post cannot be the advocate to work your approval; however, we can assist in informing your respective agency which speakers have been chosen.

## Conference Information and Questions

The SAME Anchorage Post 2027 Arctic Industry Forum Call for Presentations is managed and executed by the Post under the guidance of the SAME National Office. For conference details such as the schedule at a glance, registration fees, exhibiting and sponsorship opportunities, please refer to the Post website at https://www.same.org/Anchorage.

**If you have any questions or need assistance, please contact us at sameanchorage@gmail.com.**

**Thank you for your willingness to share your time and expertise!**