2025 NACA Annual Convention
Submission Guidelines

Please read the submission guidelines before submitting your proposal.

1. Approved submissions will be presented in two-hour, four-hour, or all day sessions. Audio visual equipment will be available in each meeting room.
2. The presenting author is required to ensure that all co-authors are aware of the content of the proposal before submission.
3. The presenting author must be listed as the first author.
4. You may submit more than 1 submission.
5. The submitting author will receive all correspondence about the submission so we advise that the submitting author details that are entered are the same details as those of the presenting author.
6. You may upload relevant supporting documentation in the submission application.
7. Your submission is not successfully submitted until you receive a confirmation e-mail after clicking the final submit button. If you do not receive a confirmation e-mail, please contact us at admin@nacaadjuster.org

Before you begin, please prepare the following information:

- Submission Topic – submissions must be allocated to a specific topic(you may select more than one topic).
- Presenting author's contact details (should be the same details as the submitting author so that the presenting author receives the correspondence about the abstract), including a bio and profile image
- Co-authors' details, if applicable. Co-Authors will have the opportunity to upload their bios and profile images prior to the event
- Submission title – 300 characters maximum
- Submission Description **–** limited to 10,000 characters

You will receive an automatic confirmation of your submission via Oxford Abstracts. If you do not receive a confirmation email, check your junk mailbox, or contact admin@nacaadjuster.org for assistance.

SUBMISSION SELECTION AND PRESENTATION

The NACA Education Committee will review all submissions beginning May 8, 2024. Notification regarding submission acceptance will be sent to the submitting author via email beginning Friday, June 28, 2024.

Presenters will be given one week to confirm their participation. Once general registration opens, all approved presenters will receive a discount code for registration and must be fully registered for the convention to be added to the schedule.

Additional guidelines for submitting presentation materials will be provided to all accepted presenters, and a Know-Before-You-Go webinar will be scheduled in mid-November 2024 to help you prepare your presentation.