01/15/24

Dear HEART Authors,

Congratulations on having your work accepted for presentation at the 2024 HEART Conference. The following letter is long, but it contains pertinent information and deadlines that need to be met in order to have a successful conference. Please read this entire set of instructions. After the general instructions that follow, there will be a list of important deadlines. Please remember that you <u>must register for the conference</u> in order to attend the meeting and present your work.

If one of your co-authors should be the main point of contact and responsible for adhering to the deadlines, please inform your session chair, the technical program chair Kate Bell (ksbell@sandia.gov), and Patricia St. John (heartconference@sandia.gov). In that email, include the new point of contact's name, e-mail address, and phone number. For all other inquiries, please contact Patricia St. John or refer to the HEART website at https://www.heartconferenceus.org/.

There are three major deadlines. The first is **for review and approval paperwork for release of presentations** from the sponsoring agency/company **(required).** The second deadline is for the **receipt of final oral presentation files.** The last is for the **extended summaries (no classified)** that will be provided to attendees electronically after the conference. The summaries compilation will be protected with distribution statements and warning notices. ITAR and unlimited release content is acceptable. Classified presenters are also encouraged to submit extended ITAR summaries.

<u>Unclassified Presentation Submissions</u>: All authors of **unclassified oral** presentations are asked to provide a copy of their final presentations by **April 11, 2024**. Presentations should be password-protected PowerPoint files e-mailed directly to Patricia St. John (heartconference@sandia.gov) with the password sent in a separate email. Please contact Patricia St. John directly to discuss alternate presentation formats and submission processes, if necessary.

<u>Classified Presentations</u>: The MDA screen is LED and very bright, as a result presentations with **white backgrounds will not be accepted**. Classified Presentations must be in 16x9 wide screen format with a dark background on all sides. **Please contact Patricia St. John (**heartconference@sandia.gov**) and Danielle Perchert (**dperche@sandia.gov**) for instructions on submitting classified presentations to the conference.** Because of different security policies at various agencies/companies, care must be taken in handling classified submissions to avoid security infractions. Classified presentations and approvals must be received by **March 29, 2024**.

Extended Summary Submission: When/If you resubmit your unclassified extended summaries (preferably four to six pages), you may use the opportunity to edit the originally submitted summaries, add information not previously available, or resubmit with no changes. Sponsor approval will be **required** for the extended summary if any technical changes have been made. The extended ITAR/unlimited release summaries can be submitted electronically through a link on the website (https://www.heartconferenceus.org/) on the Author Guidelines page. The submission process will be similar to the original abstract submission process. Please password-protect the documents as necessary and email Patricia St. John (heartconference@sandia.gov) the password in a separate email. If your company or organization requires some other method of protection, please contact Patricia St. John before sending. **The preferred way to submit the extended summaries is PDF format, but Word format is acceptable**. While optional, the compilation will be a useful reference for all attendees. Extended summaries are due **April 26, 2024**.

Approval for All Presentations (oral and poster): **A separate sponsor approval than your summary approval is required for the presentation** (oral and poster). This process will be identical to the release approval process needed for the extended summaries. Approval is due at the same time as the presentation (April 11, 2024).

Approval for Extended Summaries: The release approval provided with the original abstract submission will only suffice if the summary is not expanded or modified. **If you have modified or expanded your original abstract submission, please send a new release approval** to Patricia St. John. Approval is due at the same time as the extended summary (April 26, 2024).

Acceptable Approval Forms for Extended Summaries and Presentations: If your work has no government sponsor, please forward a company approval using your company process or using the approval form on the HEART website (https://www.heartconferenceus.org/) under the Author Guidelines page. Acceptable approval forms for **both** the presentations and extended summaries include: (1) A letter or e-mail on company letterhead or a copy of a company approval form containing essentially the same information or (2) the approval form on the HEART website. The form, letter, or e-mail must be sent by the deadline (see schedule below). **The summary will not be published and the presentation cannot proceed if a sponsor approval is not received** - **there are no exceptions**.

 Miscellaneous

- Authors with special presentation requests (for example, computer demonstrations) should let their session chair, Patricia St. John, and the technical program chair know as soon as possible.

DEADLINES

March 29, 2024: Classified presentations (oral) due with proof of review and approval (for both oral and poster presentations) from the sponsoring agency/company to Patricia St. John. Please contact Patricia St. John (heartconference@sandia.gov) and Danielle Perchert (dperche@sandia.gov) for

instructions on submitting classified presentations to the conference. All classified presentations will go through an additional review prior to being presented. Note that classified presenters can still submit ITAR extended summaries.

April 11, 2024: **Approval forms for presentations/posters due** to Patricia St. John (heartconference@sandia.gov). Please copy your session chair on the email.

April 11, 2024: **Final copies of approved oral presentations due** to Patricia St. John (heartconference@sandia.gov).

April 26, 2024: **ITAR/unlimited release extended summaries due with proof of review and approval** from the sponsoring agency/company due electronically in password-protected Word or PDF format. **The approval provided with the original submission will only suffice if the summary is not expanded or changed**.

Please email me if you have any questions or concerns. I am looking forward to seeing each of you in Huntsville this spring.

Sincerely,

Kate Bell
Technical Program Chair
2024 HEART Conference