



Submission Guidelines

All submissions must comply with the following guidelines. Failure to observe these requirements may result in submission errors or rejection of the abstract during the review process.

- **Avoid duplicate submissions.**
If you send it online, DO NOT also mail a hard copy.
- **Complete your submission by the deadline.**
Abstracts received after midnight Mountain Time on August 24, 2009 will not be considered. Submit early to avoid heavy traffic at the deadline, which may cause errors that prevent successful submission of your abstract.
- **Provide all required information.**
The online submission form will be processed successfully only when data is provided in all fields marked **Required!** Fax or mail submissions must include this information, as well.
- **Comply with the abstract size limitation.**
Abstract text may be no longer than **3,000 characters** (including spaces). Note that word count functions of some word processing software packages undercount characters by treating multiple adjacent spaces as one character. To be sure your abstract complies, omit multiple spaces and/or reduce its character count slightly below the limit. The online submission form will not accept abstract text longer than the 3,000-character limit.
- **Omit graphics, attachments, or other additional information.**
Abstract submissions are limited to text only. The online submission form will accept only text in the Abstract field, and other submissions must comply with this requirement, as well. No graphics, attachments, or addenda will be considered.
- **Review submission confirmation messages.**
The online submission form triggers a confirming screen message with submission status of either OK or ERROR and the submitted data. In addition, a confirming email with the same information is sent to the address entered on the form. If you have questions or problems with your submission, note the information in these messages and contact David Talley at dtalley@awwa.org or (303) 347-6279 for assistance. The AWWA Inorganic Contaminants Workshop Planning Committee will select submitted abstracts for oral presentations, sessions, and workshops.