



December 7, 2018

Dear HEART Authors,

Congratulations on having your work accepted for presentation at the 2019 HEART TIM. The following letter is long, but it contains pertinent information and deadlines that need to be met in order to have a successful TIM. 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 must register for the TIM 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 the technical program chair Jeff Kauppila (jeff.kauppila@vanderbilt.edu), your session chair, and Patricia St. John (plstjoh@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 <http://www.hearttim.org/>.

There are three major deadlines. The first is for the **extended summaries (no classified)** that will be provided to attendees electronically after the TIM. The second is **for review and approval paperwork for release of summaries and presentations** from the sponsoring agency/company (**required**). The final deadline is for the **receipt of final oral presentation files**. 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.

Extended Summary Submission: When you resubmit your unclassified extended summaries (preferably four to six pages), you may use the opportunity to edit the originally submitted abstracts, add information not previously available, or resubmit with no changes. The extended ITAR/unlimited release summaries can be submitted electronically through a link on the website (<http://www.hearttim.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 either email Patricia St. John (plstjoh@sandia.gov) the password in a separate email or call her with the password (505-284-7773). If your company or organization requires some other method of protection, please call Patricia St. John before sending. **The preferred way to submit the extended summaries is PDF format, but Word format is acceptable.** Please make every effort to submit an extended summary at least two weeks ahead of the TIM (**March 22, 2019**). While optional, the compilation will be a useful reference for all attendees. Sponsor approval will be **required** for the extended summary.

Approval for Extended Summaries and Approval for Presentations (oral and poster): The release approval provided with the original abstract submission will only suffice if the summary is not expanded or modified. **If you are not modifying your summary, please resend your original release approval** to Patricia St. John (plstjoh@sandia.gov) and copy the technical program chair Jeff Kauppila (jeff.kauppila@vanderbilt.edu) and your session chair on the email. **If you have modified or expanded your original abstract submission, please send a new release approval** to Patricia St. John (plstjoh@sandia.gov) and copy the technical program chair (jeff.kauppila@vanderbilt.edu) and your session chair on the email. Please make every effort to submit your approvals at least two weeks ahead of the TIM (**March 22, 2019**).

A separate sponsor approval is also required for the presentation (oral and poster). This process will be identical to the release approval process needed for the extended summaries.

Presentation Submissions: All authors of **oral** presentations are asked to provide a copy of their final presentations at least one week ahead of the TIM (**March 29, 2019**). Presentations should be password-protected PowerPoint files e-mailed directly to Patricia St. John (plstjoh@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.

Acceptable Approval Forms for Extended Summaries and Presentations: If your work has no government sponsor, please forward a company approval using the approval form on the HEART website (<http://www.hearttim.org/>) under the Author Guidelines page. Acceptable approval forms for both the presentations and extended summaries include: (1) The approval form on the HEART website or (2) A letter or e-mail on company letterhead or a copy of a company approval form containing essentially the same information. 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. Please make every effort to submit your approvals at least two weeks ahead of the TIM (**March 22, 2019**).

Classified Presentations: **Please contact Patricia St. John (plstjoh@sandia.gov) and Danielle Perchert (dperche@sandia.gov) for instructions on submitting classified presentations to the TIM.** Because of different security policies at various agencies/companies, care must be taken in handling classified submissions to avoid security infractions. Please make every effort to submit your classified presentations and approvals at least three weeks ahead of the TIM (**March 15, 2019**).

Miscellaneous

- Authors with special presentation requests (for example, computer demonstrations) should let Patricia St. John (plstjoh@sandia.gov), the technical program chair Jeff Kauppila (jeff.kauppila@vanderbilt.edu), and your session chair know as soon as possible.

DEADLINES

March 15, 2019: 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 (plstjoh@sandia.gov) and Danielle Perchert (dperche@sandia.gov) for instructions on submitting classified presentations to the TIM. All classified presentations will go through an additional review prior to being presented. Note that classified presenters can still submit ITAR extended summaries. Please contact Danielle Perchert (dperche@sandia.gov) and Patricia St. John (plstjoh@sandia.gov) for instructions for mailing classified posters.

March 22, 2019: 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.

March 22, 2019: Approval forms for ITAR/unlimited release **presentations** due to Patricia St. John (plstjoh@sandia.gov). Please copy the technical program chair (jeff.kauppila@vanderbilt.edu) and your session chair on the email.

March 29, 2019: Final copies of ITAR/unlimited release oral presentations due to Patricia St. John (plstjoh@sandia.gov).

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

Sincerely,

Jeff Kauppila
Technical Program Chair
2018 HEART TIM