GPR 2020
Colorado School of Mines

Official Expanded Abstract Kit

18th International Conference on Ground Penetrating Radar
Golden, Colorado USA
14 - 19 June 2020

Please Note

The Technical Program Committee seeks submission of new ideas and applications. Submitting material that previously has been presented or material submitted to but not yet accepted by another meeting may result in rejection. Please review sections on ethical guidelines and novelty below in this document for further information.

Official notification letters will be <u>sent only via e-mail</u> and will be sent only to the individual who submitted the expanded abstract document. If the submitter is not also an author, it is the responsibility of the submitter to forward correspondence sent to the submitter to at least one author of the document.

Additional Notes for Submission

The only file type that GPR 2020 will accept is PDF (.pdf). Further instruction regarding this requirement can be found in the "Instructions to Submit Online" section of this document.

This Expanded Abstract Kit contains the following items:

1. Criteria for Abstract Acceptance
2. Presentation Styles
3. Instructions for Typing Abstracts
4. Instructions to Submit Online

A sample abstract and other useful information are available online at: https://gpr2020.csmspace.com/abstracts.html

Abstract Submissions

To submit your abstracts for the GPR 2020, you must submit online using GPR 2020's system for submissions at the following web address:

https://dms.csmspace.com

The online system will open for submission of extended abstracts in mid-January 2020. Abstracts must be submitted no later than **11:00 PM U.S. Mountain Standard Time on 29 February 2020**. We recommend that you do not wait until the last week to submit your expanded abstract. The system to be used for online submission of GPR 2020 expanded abstracts is the one that was used for abstract submission. **DO NOT CREATE A NEW ACCOUNT** on the system; you **MUST** use the account you used to submit your abstract to submit your expanded abstract. Expanded abstract files cannot exceed 10 MB in length.

Questions?

For questions or assistance, send an email to Learn@mines.edu with a subject of "GPR 2020".

Criteria for Expanded Abstract Acceptance

<u>**Expanded abstracts that are not properly formatted following the specifications laid out in this Official Expanded Abstract Kit will be rejected.**</u> The acceptance of your abstract by the GPR 2020 Technical Program Committee is based on the quality of your submitted abstract and whether the abstract fits the subject coverage of the Technical Program, as well as space available in the Technical Program schedule. All abstracts must be complete and contain full references. Each abstract will have up to three reviewers. The Technical Program Committee will be responsible for selecting and organizing the abstracts into cohesive sessions that fit within the Technical Program schedule.

Copyright

SEG secures copyright to abstracts accepted for presentation at GPR 2020. Copyright transfer is delivered through a document completed by one of the abstract's authors after the abstract has been accepted for inclusion in the Conference. The copyright transfer includes a warrant by authors that they have secured permissions to use all included material owned by third parties. **If you have not secured permission to use all material in your abstract at the time of submission, please do not submit.** It is recognized that works are not eligible for copyright transfer if **all authors** are U.S. government employees reporting on work performed in the course of their employment. Government employees agree to all terms other than copyright transfer. **Acceptance of an abstract does not guarantee publication.** Expanded abstracts will be published on the SEG website at seg.org. Copyright transfer does not prevent the author(s) from presenting their material elsewhere after their presentation at GPR 2020, but <u>full citation and proper acknowledgment of SEG's copyright is required.</u>

Technical Content

A good abstract presents technically correct ideas with a fresh and enlightening perspective. The discussion is pertinent and well-focused on the topic and is the appropriate length. Definitive conclusions are made and supported by data with appropriate figures and cogent, convincing arguments. If the abstract is part of an ongoing study, the work should represent a significant milestone with specific conclusions supported by data presented in figures.

Coherency, Style, and Grammar

Abstracts must be written in English. A well-written abstract is readily understandable, even if it has been translated. Submitted work should be prepared according to the *Instructions to Authors* available on the SEG website at the following web address:

SEG will publish the abstract exactly as it is received. Please proofread your abstract carefully because neither the Technical Program Committee nor the GPR 2020 Business Office staff will make any typographical or grammatical changes. Grammatical and typographical errors may be cause for rejection.

Format

Authors must follow format guidelines (see "*Instructions for Typing Expanded Abstracts*" below). The abstract must be of sufficient length to cover the topic and allow reviewers to judge its quality but **must not exceed four pages (including graphics and references) and must not exceed 10 MB file size** .

Commercialism

Commercial reference may occur only <u>once</u> and then only to identify that certain products or services were used to incorporate the method being presented. The abstract shall contain no other reference to proprietary products, company names, or trademarks. Repeated references to products are cause for rejection.

Ethical Guidelines for SEG Publications

Authors are expected to follow Ethical Guidelines for SEG Publications and agree to be bound by its provisions, including penalties for violations. More information about this topic can be found at the following web address:

http://www.seg.org/pubethics

Authors must not use their own previously published work without appropriate citations and, if exceeding the limits of fair use, permission from the original publisher.

Novelty

After abstract submission, submitters will be asked through a separate communication whether the submitted paper has been submitted to or presented previously at another conference or whether the paper has been submitted or presented previously with only small changes. While previous presentation is not necessarily a cause for rejection, the Technical Program Committee seeks submission of new ideas and applications. Permissions must be secured and attribution provided for any material previously presented or published.

Presentation Styles

You will be required to select your preferred presentation style during at the time your document is submitted. Please review the styles available and select the one you feel will best represent your abstract.

Poster Presentation

Poster presentations are best suited for abstracts that contain detailed mathematics, large-scale plots, or frequent correlation of several displays. They also are most appropriate for abstracts that are targeted to a focused audience or present difficult concepts that may require more than 20 minutes to develop. Poster presentations offer a unique opportunity for one-on-one communication and interaction between the presenter and the audience.

Authors of papers accepted as poster presentations will be asked to prepare their materials to display during the course of the meeting. Each poster presenter is given half of a single board that is 8 feet wide by 4 feet high (2.4 meters by 1.2 meters). You must include the abstract title and author(s) in your presentation. Title cards will not be allowed on the frame. More information relating to poster presentations is available through a link on the following page of the GPR 2020 website:

https://gpr2020.csmspace.com/abstracts.html

Each presenter is assigned one presentation and discussion time for judging along with a time window to be at the poster for interaction with attendees. Upon acceptance, this information will be sent to you via e-mail in your official notification letter. Poster presenters are expected to be present at their poster stations during assigned presentation times.

Oral Presentations

Oral presentations are best suited for abstracts in which a specific and significant milestone is conveyed and in which the work and results can be demonstrated with clear data examples within the time allotted for talk. Oral presentations allow knowledge transfer to large audiences. Oral presentations will be 20 minutes in total length — 17 minutes for presentation and 3 minutes for questions, answers, and discussion.

Each of the oral-session rooms will be equipped with an LCD projector and computer equipment (Windows operating system only), one screen (Note: single-screen presentations only), a pointer, and microphones. All computer-based presentations will utilize the GPR 2020-provided computer and projector with no exceptions.

Presentation Type Preference

Papers will be assigned to poster or oral (all 20-minute presentations) after the review process. The abstract submitter will have the opportunity to designate a preferred presentation type when submitting the abstract. A no-preference option will be available. (Please note: The stated preference is not always accommodated.)

Instructions for Typing Expanded Abstracts

As in past years, abstracts will be published online exactly as they are submitted. GPR 2020 staff will not edit or retype the copy. **<u>Significant violations of the format requirements will be immediate cause for rejection of an abstract.</u>**

A sample expanded abstract and Microsoft Word templates are available online (https://gpr2020.csmspace.com/abstracts.html) for your reference. After an abstract has entered review, **<u>no opportunity to resubmit a new version of the abstract will be given. NO EXCEPTIONS WILL BE GRANTED!</u>**

Typographical Instructions

- All abstracts must be written in English and formatted to fit an 8.5" wide x 11" high page (U.S. letter-size paper).

- A reference list should be included at the end of the expanded abstract. Note that the 4-page limit for the expanded abstract <u>includes</u> all references. References should be formatted according to SEG standards available online at the following web address:

  http://seg.org/Publications/Journals/-Geophysics/Information-for-Authors/Instructions-to-authors

  Please include digital object identifiers (DOIs) for each reference if they are available.

- Abstracts are limited to four pages including references and must be single-spaced.

- The font to be used is 9-point, normal weight, Times New Roman or similar style.

- Fonts used in equations must be fully licensed and embeddable fonts. Be certain that type within figures is of a size that facilitates easy reading.

- Margins must be set as follows:

	Page 1	Other Pages
Top	1.5 inch (39 mm)	1.0 inch (26 mm)
Bottom	1.5 inch (39 mm)	1.5 inch (39 mm)
Left	1.0 inch (26 mm)	1.0 inch (26 mm)
Right	1.0 inch (26 mm)	1.0 inch (26 mm)

- Text must be justified on both the right and left sides. Authors may use one, two, or three columns of type per page and can change the number of columns within an abstract to accommodate illustrations. Illustrations can be in color or black and white.

- The first page begins with the title of the abstract set in 11-point bold type, aligned on the left margin. Use lowercase for all words in the title except for the first word and proper nouns. The title should not exceed 235 characters.

- On the line immediately after the title of the abstract, enter the author name and affiliation line, which is the name and affiliation of each author in 10-point italic type, also aligned on the left margin. Do not include cities and countries. Place an asterisk (*) next to the name of the person presenting the abstract (e.g., Joe Smith* and Jill Brown, Baxter Research). Remember: The affiliation for each author should be listed as the company/institution that employed the author at the time the research was conducted.

- Enter two lines of space (two returns) between the last line of the author name and affiliation line and the first line of your abstract. Category headings (i.e., Summary) should be in 9-point bold type, left alignment only. Separate the category headings from the rest of the text with one line of space (one return) before and one line of space after the heading.

- Empty lines throughout the abstract should be 9-point.

- Paragraphs should not be indented; instead, separate paragraphs with one line of space (one return).

- Pages following the first page must contain a shortened version (not to exceed 40 characters) of the abstract title at the top of each page in 10-point bold type, aligned in the center of the abstract. There should be one line of space (one return) between the shortened title and the text of the abstract.

- Organization of the abstract's content should closely follow the scheme shown below:

1. Summary
2. Introduction
3. Theory and/or method
4. Examples (optional)
5. Conclusions
6. Acknowledgements (optional)
7. References

Instructions to Submit Online

Deadline: All expanded abstracts must be submitted via the online abstract submission system no later than **11:00 PM U.S. Mountain Standard Time, 29 February 2020** for consideration. **<u>Late submissions will not be accepted.</u>**

Instructions for using the online submission system can be found on the GPR 2020 website on the page whose web address is:

  https://gpr2020.csmspace.com/abstracts.html

under the section titled "***Submittal of Documents***".

If you have questions or need assistance using the online submission system, please send an email to:

  Learn@mines.edu

with a subject of "GPR 2020".

Attendance of Conference

In order for an expanded abstract to be published by SEG, at least one author of the abstract must register for and attend the Conference, and must present the information contained in the abstract in accordance with the applicable presentation schedule.