



## Important Presenter Information – Conference Hotel

DE Systems Symposium – 14-18 Nov 2022

We are looking forward to your presentation at the DE Systems Symposium in La Jolla, CA.

A few quick but important notes:

- **This presentation will be given at the conference hotel.** Please note that presentations to be given at the hotel are due on **Friday 28 October**. *\*Specific submission information provided below.*

- **The attached presentation release form is required for all presenters.** Complete and return this form at your earliest possible convenience. Release forms are due **NLT 28 October**.

**Include the abstract number in the file name of all materials you submit (presentation and release).**

i.e. Abstract ID: 22-Systems-\_\_ \_\_

- **There will be no onsite uploads of presentations.** We ask that you finalize your presentation and submit for any necessary reviews **now in order to meet the deadline**. Please be prepared to transmit your presentation digitally on or around Oct 28th.
  - **If your presentation is Unclassified/A**, you may send it to me via email at [graphic@deps.org](mailto:graphic@deps.org) or via DoD SAFE.
  - **We ask that you send all CUI via DoD SAFE or a secure site.** If you do not have access to SAFE or another secure FTP transfer site, please request a drop off request from me when you are ready to upload your presentation. *\*The directions for submissions appear below.*
  - **Should you be unable to submit your presentation for the hotel by 28 October**, you must coordinate with me directly at [graphic@deps.org](mailto:graphic@deps.org).
- **Last but not least.** We will have several attendees from the UK at this event and wish them to view all presentations possible – public release and those cleared by an FDO. If your CUI or Secret presentation can be reviewed by an FDO for UK participation, we urge you to submit it now so there is enough time to receive approval prior to submitting final version to DEPS - thank you!

## **\*Submitting Presentations and Papers**

**\*There will be NO onsite registrations or onsite presentation uploads for this event. Please plan and prepare accordingly.**

**\*We are encouraging UK participation at this event. Please plan your presentations accordingly and obtain FDO approval if necessary.**

### **\*\*\* FOR PRESENTATIONS GIVEN THE HOTEL, FOLLOW THESE SUBMISSION INSTRUCTIONS**

**\*NOTE:** No presentations will be accepted for upload onsite. Any updates made to presentations after the submission deadline of 28 October must be submitted digitally to Carolyn at [graphic@deps.org](mailto:graphic@deps.org) or otherwise arranged.

**Unclassified, public release (Distribution A)** presentations and papers that are less than 5MB in size must be sent electronically to Carolyn Bowman at [graphic@deps.org](mailto:graphic@deps.org).

**Unclassified, Limited Distribution C and D** presentations and papers: Government and CAC authenticated users should go directly to DoD SAFE <https://safe.apps.mil/> and drop off files for Carolyn at [graphic@deps.org](mailto:graphic@deps.org). Should you need to request a drop-off link, contact Carolyn at [graphic@deps.org](mailto:graphic@deps.org).

Using DoD Safe is preferable; however, if you need to send a CD, please mail it to:

DEPS Graphics  
7770 Jefferson St. NE  
Suite 440  
Albuquerque, NM 87109

***Hotel presentations must be received by 28 October 2022; papers by 18 November 2022.***