

June 4-7, 2020

University of British Columbia

**Instructions for Preparing Roundtable Materials for the Conference *Proceedings***

Congratulations on the acceptance of your **paper**/**panel**/ **symposium/roundtable/poster** for the upcoming AEGT2020 conference in Vancouver!

**Preparing Your Submission**

* Attached is the template you must use to submit your final roundtablecontribution to the proceedings. I recommend you begin preparing your submission directly in this template, but you may also apply the template later.
* Please rename the attachment with the lead author’s first and last names, otherwise I will receive many, many files with the same name…
* Most text in your paper will be in 11-point Tahoma font and left justified. This makes the *Proceedings* readable for those who might be visually impaired while managing the total page count.

Please **do not**:

1. Add any page numbers anywhere in the document.
2. Use document headers or footers (we will format those later).
3. Use footnotes or endnotes (these will be scrubbed out and the file returned to you; use APA referencing instead).
4. Exceed the maximum word count: 1000 words including titles, headings, but exclusive of the abstract and the reference list.
5. Change any document attributes as a work-around on the page limit

**Submission Instructions and Deadline**

**You must submit your final, correctly formatted roundtable contribution by 1159pm on Tuesday 31 March 2020 Pacific Standard (Vancouver) Time. Submissions after this date will not be included in the *Proceedings* or in the conference program.**

Please use jega776@aucklanduni.ac.nz to submit your paper (some of you might have another email address for me in your address book).

We are looking forward to seeing you in June!

JE

John Egan

AEGT2020 *Proceedings* Editor

University of Auckland