

## INSTRUCTIONS FOR AUTHORS OF POSTER EXTENDED ABSTRACTS

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### ABSTRACT

This set of instructions for producing an extended abstract for a poster presentation at the 2020 Winter Simulation Conference (WSC) with Microsoft Word also serves as a sample file that you can edit to produce your submission. Please follow the guidelines herein when preparing your poster abstract. Failure to do so may result in a poster being rejected, returned for appropriate revision, or edited without your knowledge.

### 1 INTRODUCTION

This paper provides instructions for the preparation of an extended abstract for a poster presentation at the 2020 Winter Simulation Conference (WSC) with Microsoft Word. **The easiest way to write an extended abstract using Microsoft Word that complies with the requirements is to use the wsc20wordPoster.dotx template file.** Do not use an older version, *as some specifications have changed.*

### 2 LENGTH AND CONTENTS OF EXTENDED ABSTRACTS

The extended abstract will be strictly limited to a maximum of 2 pages. The first page of the extended abstract will be formatted the same as a proceedings paper. The title will appear in BOLD UPPERCASE text. The title is followed by the author names and affiliations.

Each extended abstract will have an abstract. The abstract should be at most 150 words. Since abstracts will also appear in the final program, the length limit of 150 words will be strictly enforced. The abstract should consist of a single paragraph, and it should not contain references or mathematical symbols. Do not include a list of keywords. Following the abstract, the content of the extended abstract may be broken down into one or more numbered sections with appropriate section titles.

Finally, if appropriate, the extended abstract may have a references section that appears at the end of the document. The references section is not numbered. The references section is included in the two page limit for the extended abstract. Do not insert additional space between references. References have a reduced font of 9 pt and a line spacing of 10.5 pt.

Due to space limitations, extended abstracts will not include author biographies.

### 3 FORMAT OF EXTENDED ABSTRACTS

The general format of the extended abstracts will follow the same formatting requirements as WSC proceedings papers for all of the required elements (title, author information, abstract, section titles, paragraphs, equations, figures, tables, references, etc.) For specific formatting instructions for each of these items, please refer to the appropriate MS Word or Latex instructions/sample papers available from the WSC Author Kit on the WSC website <http://www.wintersim.org> (WSC BoD 2020).

#### **4 GETTING HELP**

If you need help in preparing your paper, contact the proceedings editors. You can reach us individually using the contact information below:

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#### **REFERENCES**

WSC BoD (Winter Simulation Conference Board of Directors). 2020. Winter Simulation Conference. <http://www.wintersim.org>, accessed 15<sup>th</sup> April 2020.