 **February 9-11, 2021 San Diego Convention Center San Diego, California USA**

**The deadline for submitting an abstract for DISTRIBUTECH International 2021 has been extended through Monday, July 13, 2020!

We are currently accepting presentation abstracts for DISTRIBUTECH International 2021 which will take place February 9-11, 2021 in San Diego, California.**

**February 8: Preconference workshops (Utility University)
February 9-11: Main conference**

All abstracts must be entered through our online system to be considered. Please read the following instructions!

***A password is required to submit an abstract.***

* From [www.DISTRIBUTECH.com](http://www.distributech.com) select Submit an Abstract or UU Proposal under the Education dropdown menu.
* Enter your email and password if you know it. If you have never submitted an abstract before for DISTRIBUTECH or a PennWell/Clarion event, please select “Click here to set up a new account” from the box on the left.
* If you submitted or presented for DISTRIBUTECH 2011-2020, a password already exists for you.  In this case, when you attempt to "Create a new account" you will receive the message "This user already exists."  Otherwise, your new password should display with a message "Thank you for registering."
* To retrieve your password or if you have forgotten it, click “retrieve” under “Forgot Your Password?” by entering your email address as instructed on the form. Note that you may have used a different email address to register yourself, so please be sure to check personal and work email addresses so a duplicate profile isn’t created.

**Once you log in with your password, you have options to enter a new abstract or edit an existing abstract.**

**To enter a new abstract:

Step 1:**   Enter the title of the abstract. Please do not use all capital letters, trademarks or “quotes”.

**Step 2:**  Following the prompts, add the presenter(s). **PLEASE NOTE THAT YOU MUST CHOOSE A SPEAKER TYPE FOR EACH PERSON. If you fail to do so and you see a triangle with an exclamation in it then that’s what will be holding up your ability to submit the abstract.**

**Step 3:**  Fill in the fields for Abstract Info. Abstracts will be reviewed by subcommittees based on the tracks. When selecting a track, be sure to choose the one that most closely matches your topic. You’ll see “(\*Click here for topic descriptions.) for an extended description of the topics for tracks.

**Step 4:**  Before you tick the box at the bottom of the page and select “Save as Draft” or “Final Step: SUBMIT” you must tick the box to agree to the privacy policy. If there are any issues with the required fields then the system will prompt you to complete those before it will give you a successfully submitted screen.

**Step 5:** If you have successfully submitted your abstract you will receive a page that allows you to print your abstract or submit a new one.

**Step 6\*: Utility University submitters only: Please continue to fill in the custom questions that include: Duration, Course Purpose and Objectives, Level of education/management the course is targeted, Major points, references and be sure to upload an outline of your agenda.**
You may save the abstract as a draft and log in later to resume. The abstract title is required for saving as a draft.

**NOTE: Drafts of abstracts are not officially submitted and WILL NOT be reviewed by the committee. Be sure to choose Final Step: SUBMIT for every abstract you want considered for committee review.**

If you have successfully submitted your abstract, you should receive an email immediately following your submission to confirm it has been entered into the system.

If you need to stop while entering your information you may leave the site and return as many times as you would like until July 13 to modify your abstract. But always remember to save all information.

Until July 13 you may revise your submission by logging back in at any time. After July 13, no further revisions can be made.  Submitted abstracts will be sent to the committee for review in their final format.  Abstracts left as In-Progress will not be considered.

**If you have any problems, concerns, suggestions regarding submission of an abstract, please contact Debbi Wells, CMP at** **Debbi.Wells@clarionevents.com** **or at (918) 832-9265.**