

## What are Conference Products and the Corresponding Recipient Requirements?



**Conference proceedings:** A collection of papers by numerous authors from a single conference. Usually collected in a book/booklet format. Often subject to copyright restrictions. The recipient should submit the single paper they authored rather than the full collection.



**Conference paper:** Typically a stand-alone Word document or PDF summarizing the presentation given at a conference.



**Conference presentation:** Typically a PowerPoint presentation given at a conference. Can also be an image of a poster.



*While EERE recipients are not required to present at conferences, if you do present based on research funded in whole or in part by EERE, you are required (per the FARC) to submit a copy of the proceeding, paper, or presentation to [E-Link](#) within 5 calendar days of the event.*

## How do I submit a Conference Product?

1. Confirm that your conference product has proper [acknowledgement and legal disclaimer language](#). Acknowledgement language should contain at least these four elements: DOE, EERE, Technology Office, and Award Number.
2. Confirm that your conference product **DOES NOT** contain:
  - ❌ Personally identifiable information (PII)
  - ❌ Protected data markings
  - ❌ Proprietary, confidential, or business sensitive markings
3. Navigate to [E-Link](#), click on Financial Assistance Recipients, and click on the AN 241.3 submission interface.
4. Enter your award information and select STI Product Type conference/event paper, presentation, or proceeding.
5. Choose STI Sub Type: Conference/Event Paper/Presentation or Conference/Event Proceedings.
6. Complete the metadata pertaining to your conference product, paying particular attention to the following fields:
  - a. **Access Limitation:** this determines who sees the document and when.
    - i. For all Conference/Event Papers and Presentations, the Access Limitation is **Unlimited** and your conference product will be available to the public on OSTI.GOV.
    - ii. In the case of Conference/Event Proceedings, please submit the final version of the document before it has been formatted by the publisher including their logo and copyright mark and select the Access Limitation of **Unlimited**. If you only have the publisher's version of the proceedings, select the Access Limitation of **Copyrighted**; the metadata will be available on OSTI.GOV, but the full text will not be released to the public.
  - b. **Conference Information:** this should include name of conference, dates, and city and country of the conference.
  - c. **Sponsor Organization:** this should contain both EERE *and* the Technology Office
  - d. **Subject Category and Keywords:** these function like a keyword search on the public-facing site, OSTI.GOV; make sure the terms here will enable the public to easily find this conference product.
  - e. **Upload document**

## Why do Conference Products Matter?



- ❖ Research results are immediately available without the 6- to 18-month delay of journal publication
- ❖ Researchers have the opportunity to get timely feedback on preliminary research
- ❖ While journal articles are the primary means of communicating scientific results, conference proceedings are the leading way for engineers, particularly chemical engineers, as well as computer scientists to share their latest results.

*Timely submission and release of conference products through E-Link makes cutting-edge EERE-funded research available to a wider audience.*

## Where can I find more information?

- ❖ For more information on conference products and making scientific and technical information available to the public, visit <https://www.osti.gov/sites/www.osti.gov/files/public/factsheet-conferencepaperpresentationproceedings-grantees.pdf>.
- ❖ For assistance on uploading conference products to E-Link, email [elink\\_helpdesk@osti.gov](mailto:elink_helpdesk@osti.gov) or call 865-576-4070.