GUIDELINES FOR IN PERSON & VIRTUAL SPEAKERS

48th International Technical Conference on Clean Energy
June 16 to 19, 2024
Sheraton Sand Key – Clearwater, Florida, USA

INTRODUCTION

The Conference Committee's goal is to offer a comprehensive and informative program on clean energy systems and, therefore, has set high standards for speakers, so that the conference will maintain its reputation as the premier vehicle for presenting these latest technological developments. It is important the speakers adhere to the timetable that has been set in order that conference materials may be prepared and available when needed.

IMPORTANT DEADLINES

The Speaker Registration Fees must be received immediately:

$895 in person;
$450 virtual; and
$400 student

Manuscripts must be submitted by May 15, 2024.

MANUSCRIPTS

The Proceedings will be available electronically to all attendees.

The following items should be considered as you prepare your manuscript:

Format – Your manuscript, **12 pages** in length, must be submitted to fit standard U.S. paper size (8½ x 11 inches). Allow at least a 1" margin at the bottom of each page. The manuscript will be emailed to barbarasak@aol.com. Do not include page numbers in the manuscript.

Authors With More Than One Paper – The registration fee covers one technical paper; authors submitting more than one paper must include an additional $100 per paper.

There is a $20 per page charge for each page that must be edited. There is a $25 charge for resubmission of papers. Please proofread and obtain approvals before submission. Each time the paper is resubmitted it is subject to a $25 charge.

Email Submission -- If you are presenting more than one paper, each paper should be sent individually and the title of the paper should be noted in your email. Eliminate page numbers, logos or any other extraneous material included on the manuscript page.

And try to eliminate use of unusual font types or those created specifically for you. We have had numerous problems with papers being unprintable or unreadable because fonts could not be identified or read by the printer.

Proofreading – CTA will not edit or proofread your manuscript so be sure that you are comfortable with both the content and accuracy of the copy before submitting it to us. Your paper will be reproduced directly from the electronic file (.pdf) that you submit to us.

IN PERSON CONFERENCE PRESENTATIONS

Your paper is allotted exactly 19 minutes; however, the time on the program allows for **1 minute between each paper.** That minute is for the transition between each paper
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Prepare visuals for Power Point projection. Your materials should be submitted on a thumb drive or electronically. Your materials may be accepted at the Registration Desk when you check in.   Or you may send these to Mike Antkowski mjantkowski@gmail.com Include the session title and the day on which you are speaking.

Important items to consider:

- Avoid complicated visuals that require long reading time by the audience.
- Try to make your visuals attractive to view and easy to grasp.
- Remember that you are presenting in a large room with many people.
- The person in the last row should be able to read your charts or graphs just as easily as someone in the front row.

What might be acceptable to you as you sit at your desk, might not work as part of a presentation in a large room. **Please be considerate of the attendees as you prepare your visual materials for presentation. Detailed illustrative material is not suitable for your oral presentation.**

Make your visuals attractive to view and easy to grasp. Complicated tables in small type are difficult to read on a screen. Please be considerate of the attendees as you prepare your visual materials for presentation. Detailed illustrative material is not suitable for your oral presentation. You may also want to reference the paper in the *Proceedings.*

The Conference Committee has under consideration suggestions to make the session more interactive. We will leave the links open at the end of each session to facilitate talks between speakers.

You have 19 minutes for the presentation, then there will be no questions until all papers in that session have been given. **You must not go over your allotted time or you will be interrupted.** Keeping to the schedule is key to the success of the program for you and all other speakers.

TECHNICAL SESSION ROOM SET-UP
Each session room will be equipped with the following standard equipment:

- Lavaliere microphone
- Laptop computer
- Podium
- Screen
- LCD projector
- Light timers

VIRTUAL PRESENTATIONS

Whether recording or speaking live, be in a room that is quiet without any distracting noises. Be certain that your equipment is functioning. You have 19 minutes for your presentation.

You may do the entire presentation live from your computer. This gives you maximum control. We will be using the Cisco Webex platform. **We want a recording "just in case." That is why we are collecting backup files of presentations.** Many of you may have already given talks on this platform, but here are a few notes and guidelines:

Important items to consider:

- Avoid complicated visuals that require long reading time by the audience. Try to make your visuals attractive to view and easy to grasp.
- Remember that you are presenting in a large room with many people. The person in the last row should be able to read your charts or graphs just as easily as someone in the front row.
- Be prepared to do your presentation from your own computer.
- You will be sent a Panelist link to connect to your Webex session. Once in the Panelist section, you will have the ability to unmute and mute your audio. The Host (a member of the conference staff) will also have this ability.
- When it is time for your presentation, the Moderator will give you the presenter the Webex ball that designates you as the speaker. This will be done as you are being introduced.

- Once you have presentation rights, you can share from your computer. If there is a problem, we can share the PDF file that you provided to us. You will have the ability to advance the slides.

Another alternative: We will offer your submission in your session at the time of your presentation. Please use your in-house facilities to make the recording, and submit to us in the MP4 format. Many of our speakers are in Australia, China, Sweden, UK, etc. and the time difference isn't workable. We are offering this option to all virtual speakers.

VERY IMPORTANT

Submit your presentation in PDF format by July 19th. Send these to Mike Antkowski mjantkowski@gmail.com and include the session in which you are speaking.

DAY OF YOUR PRESENTATION

Use the Panelist link; which we will supply to you at a later date. **Close all other applications** and do not use virtual backgrounds (these interfere with the visual and audio of the presentation). **Arrive early** to test your audio and presentation;

Problems or questions: contact Mike Antkowski mjantkowski@gmail.com or 412-606-2604 or Barbara Sakkestad at barbarasak@aol.com or call 240-751-0900

Questions & Answers
Questions will be asked at the end of the session.

ITEMS FOR ALL SPEAKERS

Open Discussion

At last year's conference we realized that many of the speakers and attendees stayed on line to interact with each other. We plan to allow time at the end of each technical session that will facilitate this interaction. The Q&A will take place at the end of the session.

Journal Publication

All papers from this year's conference are eligible to include their papers in the **IJECE Special Issue: 2024 Clearwater Clean Energy.** This is being done under the guidance of Ashwani K. Gupta, Distinguished University Professor, University of Maryland, Department of Mechanical Engineering; akgupta@umd.edu

This is the link:
http://submission.begellhouse.com/usr/login.html?prod_code=journals

Conference Dress

Conference dress is business casual, i.e., no jackets and no ties. This is for all attendees: speakers, session chairs, and panel and short course moderators. With such a long day and intensive schedule, we want our attendees to be as comfortable as possible.

Registration Information

The registration fee covers one Proceedings, Official Program, and Attendees' list. Each attendee will have access to Short Courses, Panels and Technical Sessions.

Call with credit card information; there is no need for speakers to fill out a form. You should email your information to BarbaraSak@aol.com; or call 240-751-0900

However, if your payment is being handled by your organization's financial group, the form must be completed with the name of the person on the credit card being used.

We reserve the right to modify the Conference Program at any time.

48ᵗʰ International Technical Conference on Clean Energy

June17 to 20, 2024
Sheraton Sand Key
Clearwater, Florida, USA

SPEAKER REGISTRATION

Immediately:
$895 In Person
$450 Virtual
$450 Students

March 19ᵗʰ to April 30ᵗʰ 2024
$950 In Person
$525 Virtual
$500 Students

May 1ˢᵗ to the conference
$995 In Person
$550 Virtual
$550 Students

Name

First Name for Badge

Title

Company

Address

City

State

Zip

Country

Phone

Email

Registration Fee: $_____

TOTAL: $_____

Method of Payment:

☐ **Check enclosed** *(payable to CTA); send to*

    906 Beacon Square Court #115
    Gaithersburg, MD 20878

☐ **We accept:**

VISA   MasterCard

DISCOVER NETWORK   AMERICAN EXPRESS Cards

- **Name of Person Making Credit Card Payment:**

_____

Credit Card No.

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Card Expiration Date:

_____

Signature:

_____

The Clearwater Clean Energy Conference
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