

THE CLEARWATER CLEAN ENERGY CONFERENCE

Guidelines for Best Student Paper Award

43rd International Technical Conference on Clean Energy

June 3 to 8, 2018 – Clearwater, Florida, USA

INTRODUCTION

The Conference Committee has initiated a Best Student Paper Award. This student papers will be part of a comprehensive and informative program on clean coal on and fuel systems. Therefore, the Conference Committee has set high standards for student/speakers so that the conference will maintain its reputation as the premier vehicle for presenting the latest technological developments in improving and enhancing the utilization of coal by industrial and utility users. The Committee requires that the materials offered by student/speakers are presented in the most effective way; and these *Guidelines* have been prepared to assist student/speakers in preparing their formal papers and oral presentations. All technical papers will be included in the *Proceedings*. 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.

CRITERIA: Students will be judged on their manuscripts that will be included in the Proceedings; and on the actual presentations. To be eligible the student must submit the manuscript in a timely manner so that the paper is included in the Proceedings. And the student must register for the conference and make the presentation in the appropriate session at the conference. Students must be enrolled in a college or university or graduated within six months of the conference. **For papers with multiple authors, you must indicate what part of the work is specifically yours.**

IMPORTANT DEADLINES

- **Immediately** – The Student Speaker Registration Fee of \$395 must be received.
- **April 16, 2018** – An original manuscript must be submitted via email to CTA. **Email submissions are**

required. Files should be transmitted in .pdf format (using Adobe).

MANUSCRIPTS

Proceedings will be distributed at the conference on June 3rd. The following items should be considered as you prepare your manuscript:

- **Your paper** -- submitted electronically in .pdf format will be reproduced exactly as submitted.
- **Length of Paper** – Your manuscript, including illustrations, may not exceed 12 single-spaced pages. If you elect to exceed the 12-page limitation, there is a \$100/page charge.

covering the appropriate amount which is determined by multiplying pages 13 and above by \$100. Illustrations are included in the 12-page allotment.

- **Manuscript Format** – Your paper 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 so that we may include the page number in the Proceedings.

- **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 had

TECHNICAL SESSION PRESENTATIONS

- **YOUR CONFERENCE PRESENTATION**

Each paper is allotted exactly 20 minutes. In this regard, we are using light timers. The yellow light comes on at 15 minutes; this gives you 2 minutes to conclude and 1 minute for the transition to the next speaker. Your 20 minutes includes the introduction of the paper and the Questions & Answers. You must adhere to this to keep to the schedule.

*If you use all of his approximately 20 minutes for the presentation then there will be no questions. **If you go over your allotted time, you will be interrupted.***

Make yourself available to the attendees at the end of the session in the hallway outside of the session or in the Exhibit Center or at lunch. Let the audience know where you will be. A number of sessions have openings at the end of the session, please feel free to use this time for questions and/or discussion.

Your presentation is 20 minutes. You will be interrupted if you go over your allotted time

numerous problems with papers being unprintable or readable because fonts could not be identified or read by the printer.

- **Major headings** are to be indicated by ALL CAPS; Sub-headings are to be indicated by Initial Caps.

- **Title – Do not type a separate title page for your paper.** Center and type the paper title along with the name(s), title(s), and affiliation of the author(s) at the top of the first page of the manuscript.

- **Pageination – DO NOT NUMBER YOUR PAGES;** we will affix the page numbers in the Proceedings.

- **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 you submit. Manuscripts are subject to approval of the Conference Committee.

Session chairmen will be using timers and lights to maintain the session schedule. Your full paper will be published in the Proceedings of the conference; therefore, you should summarize the highlights for your oral presentation. **You will be judged on this as well as your manuscript.**

And please keep in mind that the **official conference dress is casual**, i.e., **no jackets and no ties**. This applies to speakers, session moderators and panel and tutorial moderators.

- **Questions & Answers** – Speakers should use some of their presentation time for questions. This is not mandatory, but we do ask that you allow two minutes at the end of your paper for questions.

Try to anticipate questions that may be asked -- and answer them in advance as part of your presentation; in other words, include in your oral presentation those points that would be of most interest to the immediate audience. When a question is asked, if the answer will be found in the published version of your paper, please indicate that so you can keep your on-the-spot answers as brief as possible. Some questions may be best answered after the session, on an individual basis.

We ask that you make yourself available out in the hall, in the Exhibit Center and/or during lunch.

- **Prepare visuals for Power Point projection.** Your materials should be submitted on a thumb drive or CD-Rom. Your materials will be accepted at the Registration AV Desk when you check in.

Avoid complicated visuals that require long reading time by the audience. Try to make your visuals attractive to view and easy to grasp. Remember

TECHNICAL SESSION ROOM SET-UP

Each session room will be equipped with the following standard equipment:

- Lavalier microphone
- Laptop computer
- Podium

THE AWARD

Announcement and presentation of the award will be made at the luncheon on Thursday, June 7th. The winner doesn't need to be present at the ceremony, but it is hoped that the award can be made to the student in person.

QUESTIONS & PROBLEMS

All materials (registration forms, manuscripts, etc.) for – *and questions about* – the conference should be directed to:

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Clearwater Clean Energy Conference

Post Office Box 1130

Louisa, VA 23093

Phone: 540-603-2022

Cell: 240-751-0900

E-mail: Barbarasak@aol.com;

or on our website: www.ClearwaterCleanEnergyConference.com.

that you are speaking in a large room with possibly hundreds of people. The person in the last row should be able to read your charts or graphs just as easily as some one 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.

- Screen
- LCD projector
- Light timers

Additional equipment may be ordered at the speaker's expense (TV/VCR); or you may bring your own equipment with you.

There are now cash prizes for the Winner and 1st and 2nd runners up of \$500, \$300 and \$250, respectively.

