

# GUIDELINES FOR SPEAKERS

## 45<sup>th</sup> International Technical Conference on Clean Energy

June 7<sup>th</sup> to 12, 2020 – Sheraton Sand Key – Clearwater, Florida USA

### INTRODUCTION

The Conference Committee's goal is to offer a comprehensive and informative program on coal utilization and fuel systems and, therefore, has set high standards for 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 speakers are presented in the most effective way; and these *Guidelines* have been prepared to assist 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.

**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 tutorial chairs. With such a long day and intensive schedule, we want our attendees to be as comfortable as possible.

### IMPORTANT DEADLINES

**Prior to February 10<sup>th</sup>** – The Speaker Registration Fee of \$795 must be received.

**April 20, 2020** – An original manuscript must be submitted via email to CTA. **Email submissions are required. Files should be transmitted in .pdf format (using Adobe).** Our goal is to reproduce the

Proceedings from the electronic files and eliminate the need to scan the papers. Submit your manuscript to Barbara Sakkestad  
(BarbaraSak@aol.com)

*Proceedings* will be distributed at the conference on June 7<sup>th</sup>. 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. Manuscripts should be accompanied by checks 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.

**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 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.

**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.

## **YOUR CONFERENCE PRESENTATION**

Each paper is allotted exactly 20 minutes. 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 transition, introduction of the paper and the Questions & Answers.

If you use all 19 minutes for the presentation then there will be no questions. **If you go over your allotted time, you will be interrupted.**

**In this regard, we are using light timers. This has worked very well. The yellow light comes on at 15 minutes; this gives**

**you 3 minutes to conclude and 1 minute for the transition to the next speaker. You must adhere to this to keep to the schedule.**

Your full paper will be published in the Proceedings of the conference; therefore, you should summarize the highlights for your oral presentation. And please keep in mind that the **official conference dress is casual**, i.e., no jackets and no ties. This applies to speakers, session chairs and panel and tutorial chairs.<sup>[SEP]</sup>

**Questions & Answers** – Speakers should use some of their presentation time for questions. This is not mandatory, but we do ask that you allow a few 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.<sup>[SEP]</sup>

**Prepare visuals for Power Point projection.** Your materials should be submitted on a thumb drive. Your materials will be accepted at the Registration Desk when you check in.<sup>[SEP]</sup> 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 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.

### 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

### CONFERENCE REGISTRATION

Speakers must remit their reduced conference fee of \$795 immediately. After that, the regular conference rates are in effect, and late papers will be scheduled on the program, possibly resulting in the elimination of papers from speakers not remitting the registration fee by the deadline. *Manuscripts will not be published if the registration fee is unpaid.*

**There are no refunds for speakers after the Conference Program is announced. CTA reserves the right to modify the Conference Program at any time**

### HOTEL RESERVATIONS

Reservations should be made immediately at the Sheraton Sand Key (\$193/night), the host property. The Sheraton Sand Key [reservations@sheratonsandkey.com](mailto:reservations@sheratonsandkey.com) (727/595-1611) must be contacted for room reservations.

### The Clearwater Clean Energy Conference

*Barbara Sakkestad  
Post Office Box 1130  
Louisa, VA 23093  
540/603-2022  
barbarasak@aol.com*

[www.ClearwaterCleanEnergyConference.com](http://www.ClearwaterCleanEnergyConference.com)

### SPEAKER REGISTRATION

**Call with credit card information; there is no need to fill out a form**

- \$795 Now to February 10<sup>th</sup>
- \$895 February 11<sup>th</sup> to May 1<sup>st</sup>
- \$995 May 2<sup>nd</sup> to the conference.
- \$425 Full Time Students

**Information That Should be Included in your Email:**

**Name**

**First Name for Badge**

**Title**

**Company**

**Address**

**City**

**State**

**Zip**

**Country**

**Phone**

**Email**

**Registration Fee: \$**

Spouse's Fee: **\$150.00**  
Spouse's Name \_\_\_\_\_

Polk Power Plant Tour Fee: **\$175.00**  
 Covanta/Hillsborough Tour Fee: **\$175.00**

**GRAND TOTAL:**

**\$** \_\_\_\_\_

The registration fee covers one **Proceedings**, all continental breakfasts; all lunches; evening events; all breaks; and participation in all tutorials, panels and technical sessions, plus, the conference materials distributed at the conference.

**Method of Payment; Check One:**

**Check enclosed** (payable to CTA; remit to Post Office Box 1130, Louisa, VA 23093; or

**VISA No.**

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**MasterCard No.**

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**American Express No.**

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**Discover No.**

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**Card Expiration Date:**

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**Signature:** \_\_\_\_\_

Send information about the *Exhibit/Information Display Center*.

You may email your information to [BarbaraSak@aol.com](mailto:BarbaraSak@aol.com); call 240-751-0900 or 540/603-2022 and we'll register you over the phone; or mail the form along with your check to CTA.

**Spouses Registration** *With so much to see and do in the Clearwater area; we don't plan specific activities for spouses. However, the \$150 fee covers the Welcome Party, four luncheons, beach party, Continental breakfasts and all refreshment breaks. **Keep in mind, the on-site spouse's registration is \$175.***