

# GUIDELINES FOR SPEAKERS IN TECHNICAL SESSIONS

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

August 1 to 4, 2022

Sheraton Sand Key – Clearwater, Florida, USA

### INTRODUCTION

The Conference Committee's goal is to offer a comprehensive and informative program on clean energy systems **in person** 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. *Provision will be made for international speakers who are unable to travel to Clearwater.*

### IMPORTANT DEADLINES

**The Speaker Registration Fee of \$795 must be received immediately.**

**Manuscripts must be submitted by June 15, 2022.**

### MANUSCRIPTS

**Manuscripts are required by June 15<sup>th</sup>.** The Proceedings will be given to all attendees at the conference.

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](mailto: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

The Committee requires that conference materials are presented in the most effective way; these *Guidelines* will assist speakers in preparing their formal papers and oral presentations.

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.

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.

## **YOUR CONFERENCE PRESENTATION**

Your paper is allotted exactly 17 minutes; however, the time on the program allows for 20 minutes between each paper. That three minutes is for the transition between each paper.

**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.

- 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

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*.

And we expect you to participate in the Question & Answer discussion at the end of the session. The Conference Committee has under consideration suggestions to make the session more interactive. Once they are finalized, we will let you know.

You have 17 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 the other speakers.

## **TECHNICAL SESSION ROOM SET-UP**

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

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

## **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.

## **Something New: 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. There will time for discussion and questions at this time.

## **Journal Publication**

This is being done under the guidance of Ashwani K. Gupta, Distinguished University Professor, University of Maryland, Department of Mechanical Engineering; [akgupta@umd.edu](mailto:akgupta@umd.edu)

Complete details will soon be on the website under Journal Publication.

The registration fee covers one Proceedings, Official Program, and Attendees' list. Each attendee will have access to Short Courses, Panels and Technical Sessions through the service provider that we select. Attendees will be given an access code to the conference which makes all events accessible.

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](mailto:BarbaraSak@aol.com); or call 240-751-0900

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

**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.

**SPEAKER REGISTRATION**

**\$795 Immediately**  
**\$895 April 1<sup>st</sup> to June 15, 2022**  
**\$895 June 16<sup>th</sup> to the conference.**  
**\$400 Full Time Students**

Name  
First Name for Badge  
Title  
Company  
Address  
City  
State  
Zip  
Country  
Phone  
Email  
Registration Fee: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

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**August 1 to 4, 2022**  
**Sheraton Sand Key**  
**Clearwater, Florida, USA**

**Method of Payment:**

**Check enclosed** (*payable to CTA*); remit to

*Post Office Box 1130*  
*Louisa, VA 23093; or*

**We accept:**



**Credit Card No.**

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**Signature:**

**The Clearwater Clean Energy  
Conference**

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