



## SSPC Coatings+ Technical Program Speaker Guide

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## SSPC Coatings+ Technical Program Abstract Guide

### REQUIRED CRITERIA:

The following information is mandatory in order to submit an abstract and should be entered in the paper management system:

1. Submitter's must provide:
  - a. Full name, including credentials - *this is how you will be listed in our printed programs*
  - b. Company name
  - c. Email address – *this will be used as your login for the paper management system as well as primary communication for this program.*
  - d. Phone number
  
2. List EACH additional presenter, including credentials - *Note: SSPC will not know to promote other presenters unless you identify them in Catalyst)*
  - a. Information must include:
    - i. Each presenter(s) company name(s)
    - ii. Each presenter(s) email address(es)
    - iii. Each presenter(s) phone number(s)
  
3. List **EACH** author, including:
  - a. Credentials
  - b. Company name(s)
  
4. Submission Title – **if this should change at ANY time, please contact SSPC immediately.**
  
5. Primary Topic Category
  
6. List no more than Three (3) additional topic categories
  
7. Four Learning Objectives – NO MORE THAN 50 WORDS EACH





#### ABSTRACT:

The abstract is also required and should be a summary of your presentation that clearly explains the objective in 250 words or less. Place an emphasis on the motivation for the work and summarize any contributions being presented. A total of four learning objectives should accompany your abstract, but these do not count towards your 250 words. **NO GRAPHICS SHOULD BE USED.** Abstracts will be used in promotional literature.

#### AVOID PROPRIETARY NAMES.

Instead of referring to a company's Wonderpaint, use a generic name (alkyd, epoxy, urethane, etc.). Avoid discussing the work of a specific contractor, or use of any one company's product, even if your experience has been entirely positive; refer only to "the contractor" or some other generic term.

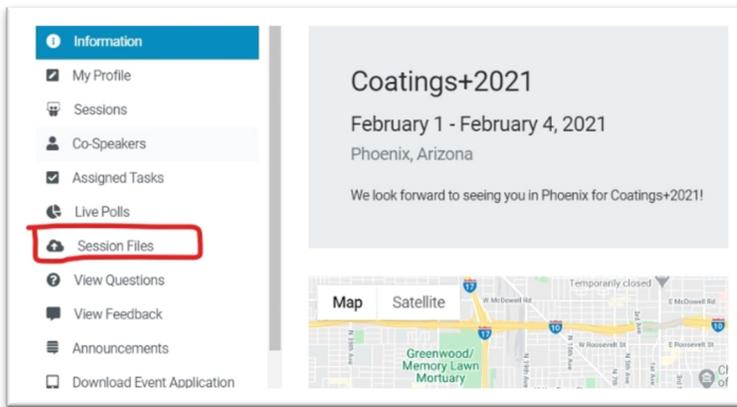
**Note: If your abstract is judged by our editorial board to be too proprietary, we may return it to you for revision, or it will not be considered for the program.**



## Uploading Your Draft Paper, Final Paper and PowerPoint in PheedLoop

### DRAFT PAPER – Due July 13, ,2021

1. Login to your PheedLoop Speaker Portal
2. In the menu on the left side, click on Session Files. (Shown in the figure below).



3. For your DRAFT paper, type in ***the title of your paper\_DRAFT*** under File Description.
4. Click Browse to upload your document from your computer.
5. Click Add File.

### FINAL PAPER – Due October 12, 2021

1. Login to your PheedLoop Speaker Portal
2. In the menu on the left side, click on Session Files.
3. For your FINAL paper, type in ***the title of your paper\_FINAL*** under File Description.
4. Click Browse to upload your document from your computer.
5. Click Add File.

### POWERPOINT PRESENTATION – Due November 9, 2021

1. Login to your PheedLoop Speaker Portal
2. In the menu on the left side, click on Session Files.
3. For your FINAL paper, type in ***the title of your paper\_PPT*** under File Description.
4. Click Browse to upload your document from your computer.
5. Click Add File.



## SSPC Coatings+ Technical Program Draft Paper Guide

### PRESENTER BIOS AND HEADSHOTS

If your abstract is approved and slotted into the Technical Program, all presenters should upload a short bio and headshot into the paper management system. The track chair will use these to introduce you before your presentation begins.

### SPEAKER AUTHORIZATION FORM

As a presenter in the Technical Program, we ask that you please complete and sign a speaker authorization form. This form will define the permissions SSPC has when publishing your paper, as well as potential photographs, audio and video recordings of your presentation.

### PAPER STYLE AND FORMATING

- All copies should be typed single space, one column per page.
- Copy should be flush left, not justified.
- Indent five spaces at the beginning of a new paragraph.
- Skip one line between paragraphs.
- If you have a typeface choice, use 12-point Times New Roman.
- The title should appear in CAPITAL LETTERS and centered at the top of the first page
- ALL author's full name(s), credentials, title(s) and company name(s) should begin on the second line. This information should also be centered, and in capital and lower-case letters.
- The last line should list your City, State and Country.

#### EXAMPLE:

YOUR PAPER TITLE  
Author 1, *credentials*, Company name, Author 2, *credentials*, Company name and  
Author 3 *credentials*, Company name  
Your City, State, Country

### ABSTRACT

Your abstract will be included in the printed program.

- Should appear in the area at the top the first page
- It should serve as a summary for the entire paper
- The actual text of the paper will begin 1/2 inch below the end of the abstract



## MAJOR HEADINGS

- Major headings are in capitals, centered in the column, and underlined.
- They should be on a separate line.
- Skip a space before you begin typing.

### EXAMPLE:

## MAJOR HEADINGS

Text can begin at this point...

## SUBHEADINGS

- Subheadings are in lower case with initial capitals, flush left, and underlined.
- They should be on a separate line.
- There is no need to skip a space before you begin to type.

### EXAMPLE:

## Subheadings

Text can begin at this point...

## REFERENCES

- List and number all references at the end of the paper.
- When referring to them in the text, type the corresponding reference number in parentheses as shown at the end of this sentence (1).

(1) Richard Teerlink, “The Role of the Leader,” PACE Expo Daily, p. 77 (2006).

## ILLUSTRATIONS

Line art is welcome (drawings, charts, graphs, etc.). All figures should fit within the outside margins of the paper. It might be easiest for all figures to appear at the end of the paper, rather than throughout the text.

Halftone illustrations (Photographs) should be clear, black and white prints. Color photographs will be acceptable as long as they are properly sized and placed within your copy. Please make sure that you include a caption for each photograph or line drawing.



## AVOID PROPRIETARY NAMES

Instead of referring to a company's Wonderpaint, use a generic name (alkyd, epoxy, urethane, etc.). Avoid discussing the work of a specific contractor or your use of one company's product. Even if your experience has been entirely positive; refer only to "the contractor" or some other generic term.

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## SSPC Coatings+ Technical Program PowerPoint Guide

### POWERPOINT TEMPLATE

It is **mandatory** that you use the PowerPoint template that we have provided. We have designed a Coatings+ full PowerPoint template, different from just the cover page in previous years. Your PowerPoint presentation may only include your company logo on the second slide (the slide after the cover page), and on the final slide. **The template is set to 16x9 slide size, which is the mandatory size and should not be changed.**

### AVOID PROPRIETARY NAMES

Instead of referring to a company's Wonderpaint, use a generic name (alkyd, epoxy, urethane, etc.). Avoid discussing the work of a specific contractor or your use of one company's product. Even if your experience has been entirely positive; refer only to "the contractor" or some other generic term. If your presentation is judged by our editorial board to be too proprietary, we may return it to you for revision, or it will not be considered for the program.

### SSPC WILL UPLOAD YOUR POWERPOINT IN THE ROOM OF YOUR PRESENTATION

Your PowerPoint will already be ready in the room you are assigned to present in, on the day of your presentation. You will not be permitted to use your own version of the PowerPoint; only the approved version we have on file will be used.

### NO UNAPPROVED POWERPOINT PRESENTATIONS WILL BE ACCEPTED ON SITE

Your PowerPoint must be submitted in Catalyst by the published due date in order to be reviewed and approved. We cannot promise that any unapproved revisions made to your slides will be permitted to use during your presentation, and furthermore included in the technical proceedings we publish following the show. If you have a special circumstance or questions regarding this, please contact Christine Lajzo at [lajzo@sspc.org](mailto:lajzo@sspc.org) or Don Molinari at [molinari@sspc.org](mailto:molinari@sspc.org).

**\*\*Please be advised that presenters who fail to adhere to our proprietary guidelines stated above, will be excluded from consideration for technical presentations at future SSPC Coatings+ conferences.**

