



Presenter Guidelines 2020

FEBRUARY 18– 20, 2020

HYATT REGENCY GRAND CYPRESS

ORLANDO, FL.

Dear Colleague,

We are delighted to announce that TechCon[®] North America 2020 (TCNA 2020) will be held in Orlando, FL. on February 18 – 20, 2020 at the Hyatt Regency Grand Cypress Hotel.

TechCon North America 2020 is celebrating its 24th year and the annual Call for Papers is now open with a deadline of **September 12, 2019**.

If you are interested in presenting at TCNA 2020, please submit a brief abstract, or e-mail your “Intention to Present” with the topic before **September 12, 2019**. Please email all required documents to Steve Attwood at TJ|H2b Analytical Services, Attwood@tjh2b.com.

All submissions will receive a peer-review by the TCNA 2020 Review Committee prior to approval.

Presenters are to provide an Abstract, Biography, high-resolution (300dpi) professional quality Headshot and Paper. These items will be published on the TechCon North America 2020 USB thumb drive provided to all attendees at the conference. Presenters will also provide a PowerPoint Presentation to be shown during their presentation at the conference. The Presentation will not be released to participants without the expressed consent of the Presenter. Please refer to the “TCNA 2020 Non-Commercial Guidelines” and “Presenter Template Instructions” listed below for instructions and formatting requirements.

[Presenter Requirements](#)
[Presenter Template Instructions](#)
[Non Commercialism Policy](#)

Presenter Requirements

All presenters are required to provide the following:

- Abstract, brief biography and current headshot – **due prior to acceptance of your presentation**. Provide in Microsoft Word format (.docx). Biography should not exceed 200 words and headshot should be hi-res 300dpi professional quality.
- Written Paper **due December 12, 2019**. Please see formatting instructions in the Presenters Template Instructions section of this document.
- PowerPoint presentation **due January 20, 2020**. Provide in Microsoft PowerPoint (.ppt) **using 16:9 widescreen format**.

Abstract: The abstract should introduce the presenter and provide a brief overview of the topic. Please include the title, author(s) and their affiliations. It should be kept to a half page.

Brief Biography: A short paragraph on authors background, qualifications etc. Biography should not exceed 200 words.

Written Paper: The paper will be published with your abstract and biography on the official TCNA 2020 thumb-drive provided to all participants. Please refer to the “Presenter Template Instructions” below for formatting instructions.

Presenters are required to *observe* the “Non-Commercialism Policy” found at the end of this document. Papers and/or reports must be presented by one of their authors. All Presenters acknowledge and agree that TJ|H2b Analytical Services reserves the right to reproduce, copyright and distribute TechCon[®] Proceedings. The Proceedings are a collection of written papers submitted by conference Presenters. They are provided to conference attendees on a USB thumb-drive and available for purchase by the public.

- **Full Length Papers (5-10+ pages)**
Full length papers either describe innovative work in detail or provide critical, well- referenced overviews of key developments or best practices.
- **Reports (2-5 pages)**
Reports describe a specific technology, application, or activity (e.g. case history) in a concise format.

*Co-Authors may be recognized on the abstract and paper. Co-Presenters must be pre-authorized by Mr. Vogel prior to any public acknowledgements.

PowerPoint Presentation: Presenters will have approximately thirty (30) minutes to present their material unless otherwise specified. Please upload your PowerPoint presentation by **January 20, 2020** to the designated Dropbox link that will be provided, **and** bring a backup copy on an USB thumb-drive to the conference as well. Our A/V Technician will need the USB to ensure your presentation goes smoothly on any computer. Should your presentation have any *special effects* including video, sound, animation, etc., *please let us know* when you submit your presentation so appropriate arrangements can be made. Please see the “Presenters Template Instructions” for formatting details.

It is the policy of TJ|H2b Analytical Services and TechCon[®] Worldwide not to share the Presentations without the expressed consent of the author.

Presenter Registration: Presenters are given complimentary access to the conference. A TechCon staff member will send you the presenter’s access code to enter at registration. Please register promptly, as this will allow us to maintain accurate attendance records, meal planning, excursion planning, special needs, etc.

Presenter Template Instructions

To keep the look of the final USB Proceedings consistent, please use the following page layout when formatting your paper. A copy of the TechCon and TJ|H2b logos [can be downloaded here](#).

- TechCon 2020 logo on the Title Page of your paper as shown in the sample on the next page.
- TCNA 2020 footer at the bottom of each page as shown in sample on the next page with TJ|H2b logo on right side.
 - Footer gutter - .4”
 - No page numbering on Title Page
 - Page number 1 starting with the Paper
 - Footer font is Arial 12pt
 - Copyright message on Title Page only, Arial 8pt
- Top, Bottom, Left, Right margins – 1”
- Captions under photos, graphics and tables, Arial 10pt

TechCon® NORTH AMERICA | 2020

Title of Paper (Arial 28)
Title Case - Non Bold

By (Arial 24 – Non Bold)

Author (Arial 24 - Non Bold)
Company (Arial 24 – Non Bold)

Title of Paper – Arial 14, Bold – Title Case lettering

Author(s): Arial 10
Author's Company: Arial 10

Abstract (Arial 12, bold)

A copy of your abstract will be inserted here. Font is Times New Roman, 12pt.

Introduction (Arial 12, bold)

Paper begins here. Font is Times New Roman, 12pt

References

Reference lists are numbered to correspond to text citations. They precede punctuation and may be typed as superscripts or within parenthesis- for example⁸, or (8). Titles of books and/or papers should be in italics and in quotation marks as shown in the following samples.

Sample Reference Section:

1. U.S. Department of Commerce. Bureau of the Census. “*Statistical Abstract of the United States*”, 1990. 110th ed. Washington, D.C.; Government Printing Office, 1997.
2. Robert Jastrow, William Nirenberg, and Fredrick Seitz, “*Scientific Perspectives in the Greenhouse Problem*”. Ottawa, Illinois: Marshall Press, 1990, pp. 71-98.
3. “*The Push for Advanced Batteries.*” Customer Systems Division Report, *EPRI Journal*, April/May 1991, p. 36.
4. “*Feedwater Heater Survey*”. Palo Alto, Calif.: Electric Power Research Institute, August 1991. GS-7417.
5. B.S. Phull, T.S. Lee, N.H. Martin, and B.C. Syrett, “*Corrosions Inhibitors for FGD Systems*”, Paper No. 252, presented at the NACE Annual Conference Corrosion 187, San Francisco, CA (March 1987).

Biography

Please include a biography for each author that includes name, title, and description of current responsibilities in the first paragraph.

Previous positions in reverse chronological order. Educational background in the last paragraph. Feel free to add your contact email if desired.

Example:

Commander James T. Kirk is Director of Deep Space Encounters at Star Fleet Command in San Francisco, California. This agency is responsible for the prevention of nasty weird stuff on the frontiers of space exploration.

Before assuming this command, Commander Kirk was captain of the Starship Enterprise. His assignment was to boldly go where no man had gone before. Needless to say, he encountered and confronted a lot of nasty weird stuff.

Commander Kirk earned a B.S. degree in Weapons Systems from Star Fleet Academy.

TJ|H2b Analytical Services Non-Commercialism / Marketing Policy

TJ|H2b Analytical Services / TechCon[®] Worldwide conferences are non-commercial forums for the sharing of electrical equipment maintenance practices and related issues with our clients and prospective users. Accordingly, all presenters should refrain from specific product endorsements and avoid the use of brand names as much as practical. Under no circumstances should the session podium be used as a place for direct promotion of a speaker's product, service, or monetary self-interest.

Presenters from any session podium must refrain from overt statements or pointed humor that disparages the rightful dignity and social equity of any individual or group.

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It is the policy of TJ|H2b Analytical Services and TechCon[®] Worldwide not to distribute presentations without the author's expressed consent.

Please direct any questions regarding this policy to:

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