



Technical Presentation/Paper Guidelines (2021)

The SPE TPO Automotive Engineered Polyolefins Conference is an Industry Conference focusing on applications and technology advancement.

While the conference emphasizes technology, it also accommodates commercial features while discouraging outright product and/or company advertisement.

■ Requirements and Guidelines:

- A written paper is encouraged for the proceedings (if applicable) in addition to presentation slides, although the conference will also accept just presentation slides. **For the 2021 event (virtual), we encourage that slides be used for the pre-recorded talk.**
- Ensure that the presentation (and paper if applicable) is relevant to the conference or session that you are assigned and to the accepted abstract.
- Minimize company promotional content to two (2) slides:
 - Can include Technologies / Capabilities that your company provides that are relevant to this conference.
 - Avoid information on extraneous company history, such as locations, revenues, number of employees, etc.
 - Product tradenames and product names may be used in the context of the presentation (and paper) beyond the two slides limit.
- Your Technical Session Chairs are available to assist you in the entire process with any questions or guidance needed.

■ Adhere to deadlines to minimize disruption to the conference proceedings:

- **Provide a written slide presentation to your Session Chairs for feedback on any required changes by July 9, 2021 (Preliminary) and August 16, 2021 (Final).** This presentation is in addition to the abstract, speaker biography, and speaker photo previously due. A signed "Author Release" form is also required – this has been provided by your respective Session Chairs and also on the event website www.auto-tpo.com. All (5) items are due by the deadlines: Abstract, Bio, Photo, Paper or Presentation, Author Release Form.
- **Final recorded presentation is due by September 6, 2021 for use in the conference projection-deck during the event.** Detailed information on this can found within the "Speaker Kit" communicated and provided by your Session Chairs. Your Session Chairs are available to assist with any questions. Failure to do so risks exclusion from the conference.

▪ **Presentation Guidelines:**

- MS PowerPoint file format for presentation is strongly suggested to ensure proper functionality (slide transition, animation, video, etc.).
- If you plan to use video, please ensure that it functions properly within the presentation slide deck.
- Presentation format should ideally be 16:9 in MS PowerPoint.
- Keep the font bold and large – a 24-point font size is recommended.
- Light (or white) background and black text is best.
- Last minute presentation changes are always highly discouraged and will not be accepted due to the logistical preparing and timing required for a successful 2021 event.

Finally, we understand that the speaker may not be able to attend due to unplanned circumstances on the day of the presentation during the event (for 2021, the live Q & A portion requires active presence and participation during the assigned date/time slot)... please plan ahead for a backup speaker to be ready if necessary for these purposes.