



## Technical Presentation Guidelines and Due Dates (2023)

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 (normally PDF document) is required for the proceedings and will be supplied for the conference participants. The presentation slides are acceptable for the proceeding document but may differ (include more information) if required, to accommodate the time schedule.
- Ensure that the presentation is relevant to the conference or session that you are assigned.
- Minimize company promotional content to two (2) slides:
  - Can include Technologies / Capabilities that your company provides that are relevant to this conference. *(Please pay special attention to technical content)*
  - 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 an initial written summary or slide presentation to your Session Chairs for feedback on any required changes by July 15, 2023.** This presentation is in addition to the 75-word abstract, speaker biography, and speaker photo previously due. A signed "Author Release" form is required and can be provided by your respective Session Chairs or on the event website [www.auto-tpo.com](http://www.auto-tpo.com). All (6) items are due by the deadlines: Abstract, Bio, Photo, Paper, or slides for publication to attendees, PowerPoint for actual presentation, and Author Release Form.
- **The Final Document (copy of slides or written presentation) for publication to attendees is required by September 1, 2023. ALL presenters must provide a document for publication. This document will be shared either on the SPE conference web site and be made available for the conference attendees.**
- **The PowerPoint presentation for use in the conference projection-deck during the event is required by Sept. 15, 2023.**
- **A template with useful tips on how to prepare a slide presentation is included on our website for your reference. Your Session Chairs are available to assist with any questions.**

## ▪ **Presentation Guidelines:**

- For the live presentation, MS PowerPoint file format is suggested to ensure proper functionality (slide transition, animation, video, etc.).
- Presentation should not exceed 22 minutes, as we plan for 5 minutes for introduction and Q&A at the end of the talk.
- 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. The rooms for presentation are long and narrow, and it becomes difficult to read text in the back of the room.
- Light (or white) background and black text is best.
- Last-minute presentation changes are highly discouraged and will not be accepted due to the logistical issues and timing required for a successful 2023 event. Please stay in close contact with your session leaders. If changes are required to the slide deck for live presentation, this can only be done by a session leader after the Sept. 15<sup>th</sup> deadline.

## **Additional Notes:**

- The **speaker will receive a full registration to the conference, free of charge.** Details on how to register will be provided by your session chairs.
- If for any reason the **speaker is not able to attend** due to unplanned circumstances on the day of the presentation, **please plan for a backup speaker to be ready if necessary for these purposes** and advise the session leaders ASAP. On the day of the presentation, please contact your session chair.