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## **2014 Annual Convention and Exposition October 29-November 1, 2014**

### **SUGGESTED GUIDELINES FOR PRESENTERS**

*(For more detailed information, please visit our website at [www.awt.org](http://www.awt.org).)*

#### **I. GENERAL INSTRUCTIONS**

1. **TIME LIMIT:** Your presentation needs to stay within the allotted timeframe. Please plan accordingly as these times are critical and must be followed. Prior to the Convention, it is recommended that you rehearse your presentation with any aides (PowerPoint slides, charts, etc.) you might use, so that your discussion matches the time allotted.
2. **SLIDES:** Instructions for slide presentations are posted on the website at [www.awt.org](http://www.awt.org). At the Convention, for your convenience, a Speaker Ready Room will be available.
3. **AT THE SESSION:** The session moderator will make introductions, including a brief biographical description of the presenters. The moderator will inform you when your speaking time has expired.

#### **II. INSTRUCTIONS FOR PAPERS AND PRESENTATIONS**

1. **PAPER DUE DATE:** All papers must be submitted by **Friday, June 20**. Papers should be sent to [mwisher@mgmtsol.com](mailto:mwisher@mgmtsol.com).
2. **PRESENTATION DUE DATE:** All presentations are due by **Friday, September 26**. Presenters can email PowerPoint presentations to [mwisher@mgmtsol.com](mailto:mwisher@mgmtsol.com)
3. **CONVENTION MATERIAL:** As part of the registration fee, Convention attendees are promised a complete program which includes the papers as well as the subsequent PowerPoint presentation from each presenter. Therefore, it is imperative that all participating speakers submit their materials by the above deadlines.

#### **III. SPECIAL NOTES**

1. The Technical Committee will review all papers and presentations submitted. You may receive a call from the Committee Chair suggesting changes to your materials. Please cooperate with these suggestions. They will benefit both you and the Convention.
2. We wish to emphasize that AWT discourages commercialism. You were selected because your presentation represents a development in new or continuing technology that we believe will be important to our attendees. Your cooperation is necessary in maintaining our high technical standards, particularly in terms of not using trade names, but rather generic product names.
3. In the introduction to the paper, it is desirable to present any relevant background information or historical perspective relative to the material being presented. Also, the use of references is encouraged.