

SPEAKER GUIDELINES

2012 AIMCAL Europe and USA

Web Coating Conference & Web Handling Conference

Manuscript and AV Requirements

AIMCAL strives to be speaker friendly in order to attract the very best presenters in the industry. It is our intent to keep requirements to a reasonable level, while meeting the expectations of our conference attendees. Your cooperation in meeting these requirements by the deadlines is critical to running a first quality program. If you are unable to meet these requirements, please advise the AIMCAL office immediately so that we may schedule an alternative paper for presentation.

Manuscript / Extended Abstract

-Deadline for Europe is April 30, 2012

-Deadline for USA is September 15, 2012

A full manuscript or an extended abstract is expected from each presenter for publication in the conference proceedings. This document is required in electronic format and may be emailed to Erin@AIMCAL.org. If necessary, you may send your document via surface mail on a CD or thumb drive. ***Failure to submit by the due date will result in your exclusion from the conference proceedings and will negatively impact your consideration as a speaker in future conferences.*** AIMCAL publishes the proceedings prior to the conference and distributes them to attendees at registration.

The manuscript or the extended abstract should be a clear summary of the talk and include any important tables or illustrations, results and conclusions. Format must be free of company logos or other promotional graphics or text.

Your submission can be up to 10 pages, with illustration(s), tables or figures. Whenever possible, the figures and tables should be integrated into the text. Submission should include the author's name, mailing address, telephone, fax and email address. If you choose to submit an extended abstract, instead of a full manuscript, please see that it contains a good overview of the presentation and include the authors' contact information. DO NOT send your PowerPoint presentation slides in lieu of a manuscript or extended abstract. **Both manuscript and presentation are required.**

PowerPoint Submission

-Deadline for Europe is April 30, 2012

-Deadline for USA is September 15, 2012

All speaker presentations must be in Microsoft PowerPoint. No exceptions. It is the speaker's responsibility to provide the presentation in this format. **Use only standard Windows system fonts in your presentation; non-standard fonts may not display correctly on our presentation computers.** We recommend Arial whenever possible. We also recommend that you test the display of your presentation on different computers prior to submission.

Be sure your on-screen text is large enough for the audience to read from a distance. Also, be aware that dark text is much easier to read on light backgrounds than on dark backgrounds. Attendees have commented that slides with dark backgrounds are very difficult to read from a distance. For presentations that have linked video files please make sure to send these files along with the presentation. Windows Media (.wmv) is the recommended video file format when possible.

Depending on the size of the presentation, you can either email the presentation to Erin@AIMCAL.org, surface mail to the AIMCAL office on a CD or thumb drive or you can send it through www.YouSendIt.com. Do not send the file in Adobe (.pdf) format since we will need to test the actual presentation on our computers and then convert it to the format we use for the distribution CD. A CD with the presentations (in a non-editable format) will be created and distributed along with the proceedings at registration. **We cannot accommodate corrections after the CD has gone to press, one to two weeks prior to the event.** If you wish to have your CD or thumb drive returned, please let us know and provide return address information.

AIMCAL's objective is for the conference sessions to go as smoothly as possible with no distractions between presenters. To prevent interruptions, all presentations will be pre-loaded onto the presentation laptops before the conference sessions begin. There will be no swapping of equipment during the sessions.

Commercialism

Excess commercialism in your presentation will result in poor evaluations from attendees reflecting negatively on you, your company and your products. We encourage company logo / affiliation information for the first and last slides only. If your company's corporate guidelines require logos on each page, this information must be very small in size and located at the bottom of the slides. Prior attendees have indicated that they do not favorably view presentations with repeated references to the presenter's company or products. It is in your best interests to eliminate or minimize the use of logos or company identification on all middle slides. Presentations are reviewed by committee peers and excessive commercialism can result in the removal of the presentation from the conference agenda. Presentations given during the conference that are viewed by attendees as too commercial can result in the speaker and company not being invited to present at future conferences.

Time Management

Staying within your allotted time is critical. Attendees switch back and forth between the two concurrent sessions and therefore it is critical to stay on the schedule. It is generally accepted that you should allow 5-10 minutes for questions from the audience as part of your planning. The number of slides should be consistent with a presentation of this length.

Right to Use Form - Due Now

The right to use form is provided with this package and must be completed and forwarded to the AIMCAL office when received. AIMCAL does not request copyright ownership to your materials, only permission to publish as part of the conference proceedings.

Conference Registration and Lodging for Presenters

Presenters who are participating in the full conference are expected to pay their own conference, travel and lodging fees. A significantly reduced registration fee is offered to presenters. Presenters who are coming only for the day of their presentation are not required to pay registration fees, but should still complete and send in a registration form, indicating that they will be attending only for the day in the "Special Instructions" area of the registration form.

Questions?

If you have any questions regarding your participation in the conference, please do not hesitate to call or write the AIMCAL office. Our contact information is:

AIMCAL
201 Springs Street
Fort Mill, SC 29715

Email: For General Correspondence – Craig Sheppard at Craig@AIMCAL.org
For Conference and Registration Information – Tracey Ingram at Tracey@AIMCAL.org
For Presentation Information – Erin Davis at Erin@AIMCAL.org

Phone: 803-802-7820
Fax: 803-802-7821