



INSTRUCTIONS FOR POSTER AND POSTER PREPARATION

Listed below are guidelines for the preparation of posters for display at the PPXX.
(Please lay out your posters as described below on the 3rd page.)

• FOR ATTENDANCE AT THE CONFERENCE

A signed PRESENTATION ACCEPTANCE form is due by **5th January 2020**, which requires you to:

- Provide an abstract for the conference Book of Abstracts
- Submit your manuscript for inclusion in the conference proceedings which will be supplied electronically on a flash drive to all attendees.
- Register to attend the conference and present your paper
- Adhere to the technical program timeline (view the PPXX website). If unforeseen circumstances arise, contact Evacon and the PPXX Co-Chair/Technical Program manager (Sarah Patterson, spatterson@plasticpipe.org). We kindly ask that you inform them as well in advance as possible.

Please note, the Organizing Committee cannot undertake to pay any of the author's costs for travel, registration, accommodation or subsistence. Speakers are recommended to register for the Early Bird registration fee. The Early Bird registration fee deadline is **1st May 2020**.

Presenters are requested to register until the Early Bird deadline, otherwise they will not be included in the final conference program and proceedings.

To ensure your accommodation at the conference venue (Hotel Okura, Amsterdam) we suggest you visit our website (<http://ppxx.eu/en/travelling/accommodation>) and make your booking with the given instructions. The room block will fill up quickly.

• YOUR MANUSCRIPT

- A4 paper size: 210 mm x 297 mm or 8,3"x11,7"
- Your conference paper manuscript is to be included in the published conference proceedings.
- The conference proceedings will be made available to all delegates onsite at the conference.
- Your manuscript must not exceed 10 pages of combined text and figures. Please use the provided Manuscript Template from the website.



- If you include photographs, please have these scanned or inserted electronically into the document.
- All papers must be written in the English language.
- The written paper must not be commercial in tone, and mention of the company product or trade names more than once is not acceptable. The Organizing Committee reserves the right to reject papers that do not comply with this or include representative titles and technical merit (See on the website). Session moderators will review all papers and presentations for compliance.
- Ensure to uphold the PPCA Principle of Comparison, see page 2 of this document.
Plastic Pipes Conference Association – guidance on material comparisons. This applies to abstracts, papers and presentations.
 - o PPCA would like to remind all of the guidance regarding the issue of comparisons. The PPCA BOD confirms that direct comparisons being made between the performance of different primary plastic materials used for the same product application is not allowed. The fundamental principle has always been to promote all plastic pipe materials during the Plastic Pipes Conference. However, this does not apply to comparisons between different variants of the same material (e.g. PVC and PVC-O or PP and PP-MD) or of course comparisons with other “non-plastic” alternative materials.
- Papers must be in the format of a PDF file or a Word document. Papers should be saved both on a USB (as backup and to bring with you) and also emailed to peter@evacon.hu.

• 5-MINUTE POSTER PRESENTATION

Those poster presenters who get the opportunity to give a 5-minute oral presentation during the main program must obey these rules:

- The presentations should not be longer than 5 minutes.
- During the oral presentation maximum 2 PowerPoint slides can be used.
- The official language of the conference is English. All presentations must be in English.
- All presenters must be fluent in English.
- Please prepare your presentation on the 5 MIN POSTER OFFICIAL POWER POINT SCHEME of the conference (it will be available on the conference website).
- Avoid being commercial. Company logos are allowed only on the beginning slide. Product trade names can be mentioned once in the presentation (text, charts and data tables). Focus on the technical aspects.



- Ensure the font, data tables and charts are big enough for an audience to read.
- Please send us your Final PowerPoint presentation by **31st July 2020** so that we can prepare it for the actual session and, for safety, please bring the presentation with you as well on a Flash Drive or CD.
- 5-minute poster presenters also have to prepare a printed poster for display.

- **POSTER PRESENTATION DISPLAY**

Those poster presenters who do not give a 5-minute poster presentation must prepare a printed poster to be displayed at the conference level. Measure of poster boards will be published on the website.

- **FONT – Arial**

- **TITLE** – Bold capital letters, 2 lines between title and authors' names

- **AUTHOR(S) AND AFFILIATION(S)** – Authors in bold, 3 lines between name(s) and abstract.

- The name(s) of the author(s) and affiliations should be typed in upper and lower case, two-line spaces below the title. The qualifications of the author(s) should not be given. **ABSTRACT** (1 paragraph to summarize your paper in italic style, 2 lines above the main text.)

- **SHORT SUMMARY** – One paragraph, ~6 sentences.

- **KEYWORDS** – Obligatory, please give ~3-5 keywords.
 - Put keywords here

- **HEADINGS** – in CAPITAL letters

- Start all headings and first paragraphs under main heading without indentation. The paper should be in single-spaced type, preferably in Arial. The title and headings can be in bold and the text should be justified. Allow two lines of space between paragraphs.

- **PAPER SIZE, MARGINS AND PAGE LIMITS**

- The size of the poster board will be announced on the website under the 'Guidelines for Authors' page. Your poster must fit in the given space.
- If A4 size paper is used, then keep to the margins as specified:
 - Top and bottom margins = 1 inch or 2.5 cm
 - Left and right margins = 1 inch or 2.5 cm



- **GENERAL**

- The poster should include all illustrations, photographs, references etc.
- The poster size must fit to the dimensions of the stand.

- **ILLUSTRATIONS AND TABLES**

- Do not place more than four illustrations on a page. Tables should be self-contained and should be clearly labelled by sequentially numbered caption. Roman numbers should be used, i.e. Table I, Table II etc.



- **OTHER REQUIREMENTS**

- It is recommended that equations be numbered sequentially with Arabic numbers in brackets just inside the right-hand edge of the page.

- **REFERENCES**

- These should be referred to in the text as Smith (1), Brown et al (2), etc. References should be listed against their number at the end of the paper, underneath the list of symbols.

Format examples:

1. A. Smith, *Plastics and Rubber International*, 1981, 7 (2), 142.
2. M. Brown, T. Green and R. White, *The Mechanics of Extrusion*, Temple Press, 1982, 12–14.

Measures should be listed in both metric and non-metric formats i.e. 10°C or 50°F.

DELIVERY

Please do “not” send an electronic copy of your poster, ONLY hard copy versions will be displayed; the organizing committee has no way to reproduce electronic versions on your behalf. For secure reason please bring your poster with you.

In case of any question concerning the delivery please contact peter@evacon.hu

Note:

It is highly encouraged for authors who submit posters to attend Plastic Pipes XX in order to answer questions concerning their work during the breaks. Posters will be displayed in key areas and have maximum exposure to conference attendees. The posters should be mounted on the named bulletin boards.

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