



## AUTHOR GUIDELINES – FULL PAPER AND ORAL PRESENTATION PREPARATION

Listed below are guidelines for the preparation of papers for inclusion in the Conference Proceedings.

*(Please lay out your manuscripts as described below on the 3<sup>d</sup> page.)*

### • FOR ATTENDANCE AT THE CONFERENCE

We kindly ask you to confirm your intention to give a presentation by **5th January 2020**, by filling in the PRESENTATION ACCEPTANCE FORM, 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](mailto: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 manuscript is to be included in the published conference proceedings.
- The conference proceedings will be given 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.**

- 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](mailto:peter@evacon.hu).

**• LISTED BELOW ARE GUIDELINES FOR THE PREPARATION OF PRESENTATION**

- The official language of the conference is English. All presentations must be in English. All presenters must be fluent in English.
- PowerPoint is the method of presentation at the conference. Further details on the AV facilities available at the conference will be forwarded later.
- Please prepare your presentation on the ORAL OFFICIAL POWER POINT TEMPLATE of the conference (it will be available on the conference website).
- Please avoid being commercial. Company/product logos are allowed only on the beginning slide.
- 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.



- **FONT** – Arial
- **TITLE** – In 16 pt. bold capital letters, center aligned, 2 lines (10 pt.) between title and authors' names.
- **AUTHOR(S) AND AFFILIATION(S)** – In 14 pt., authors in bold, 3 lines (10 pt.) 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 in italic style to summarize your paper, 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 12 pt 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**
  - 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

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