



TECHNICAL PAPER PREPARATION & SUBMITTAL GUIDELINES

Deadline to submit your technical paper: July 1, 2022

Every speaker/ panelist who submitted an abstract and was selected to speak at HYDROVISION has the option to submit a technical paper to be uploaded to the website and available for attendees to download after the conference. Technical papers are not required.

Step 1: Preparation

Content:

Your technical paper must be written in English and be based on the abstract you submitted.

A good practice is for your technical paper to reflect current issues or potential problems and challenges. Your paper should not be sales oriented.

Formatting:

1. Prepare technical paper in Microsoft Word; convert to an Adobe Acrobat PDF for submission; maximum file size is 10 MB.
2. Set paper as: letter size, 8.5"x11".
3. Set all margins at 1".
4. Use a single column format.
5. Use 12-point Times New Roman or Arial font; use of **bold**, underline, and *italic* styles may be used.
6. List all authors' names, job titles, companies, and countries on the first page of the paper.
7. Include a short abstract on the first page of the paper.
8. Insert a page number in the lower right corner of each page.
9. Do not use company letterhead, company logos, and/or any headers/footers (beyond the page number).
10. All graphics (high-quality electronic photos, easy-to-read charts, line art) must be included electronically (embedded) within the text of the document, with captions as appropriate. There is no limit to the number of graphics you may include.
11. No minimum or maximum technical paper length.
12. On the last page of the paper, include a brief biographical sketch for each author, not to exceed 75 words per author.

Proofreading:

Proofread your paper BEFORE you upload it! Your paper will NOT be edited, rewritten or proofread by the Clarion Conference Management staff.



Step 2: Submitting Your Paper Online (by July 1, 2022):

Upload your paper to the HYDROVISION International secure speaker website.
Here's how:

- 1) Make sure your technical paper is in PDF format.
- 2) Log in to the Speaker's website at <https://events.pennwell.com/hvi2022/Public/MyBriefCase.aspx?From=Speaker> with your email and password. *Because presentations will be associated to the primary presenter on the website, it is essential that the presentation be uploaded under the email of the primary presenter (Speaker).*
- 3) You will see a listing of each presentation you are assigned to give. In the far-right column click on "Upload Handout" for the appropriate presentation.
- 4) In the first box, enter the speaker's last name, today's date and the word Draft (i.e., Toews113019Draft). If this is your final, simply label it as such instead of Draft (Toews120119Final). This way we know which presentation to delete when bringing them live for attendees.
- 5) Browse to upload the technical paper. Click Submit.
- 6) If done correctly, you will see at the top of the page "Handout file saved successfully".

Your technical paper will be included in the HYDROVISION International 2022 Online Access to the Papers and Presentations.