



**Speaker and author instructions**  
*For papers that have been accepted for 2024*

Conference website:  
[ppimconference.com](http://ppimconference.com)

**Key points**

- The **PPIM templates** must be used for papers and presentations. Download them [here](#).
- Submit paper, presentation, author biographies by email: [bstroman@clarion.org](mailto:bstroman@clarion.org). Maximum file size is 8Mb. If your files are larger than this, contact Ben Stroman, Editor, +1 713 359 0016.
- Deadlines:
  - December 1 – presenter registration, see item 4
  - December 1 – biographies, see item 3
  - December 15 – final paper, see item 1
  - January 18 – presentation slides, see item 2
- All presentations will be livestreamed during the conference to remote delegates. Access will be limited to territories not otherwise restricted by the US State Dept. at the time.

**1. Prepare and send the final paper**

Your paper will be edited for style, published as an encrypted PDF document and distributed electronically to the delegates. The abstract and authors' biographical notes will be published in the printed Conference Handbook. In order to meet our production deadline, a file in Word (*formatted using our [Word template](#)*) including all illustrations and tables is required by **December 15, 2023**. Consult our [Sample Paper](#) for guidance on style and specs.

Photographs, illustrations, and tables are welcome: they should be added to the paper and labeled with the same figure/table numbers as in the text. They can be optionally placed together at the end of the text pages or inserted where they are referenced in the text.

There is no prescribed length for the paper: a typical guideline value might be 10-20 pages, plus illustrations.

**Copyright.** For the purposes of the conference, we require a joint copyright to the paper as submitted. Papers may be published after the event in publications produced by Clarion or its licensees. We will provide a notice of copyright in the names of the author(s) and Clarion.

**2. PowerPoint presentation**

Please prepare your slides using the PPIM [PowerPoint template](#) and get these to us by **January 18, 2024**. In some cases, we will accept the presentation *in lieu* of a written paper. However, in this case the presentation must contain very detailed information, not just graphics, to the same effect as a written paper. Handouts will be printed at two per page.

**3. Biographical note**

For the information of the participants and the chairman's introduction, please provide a brief biography of all authors of your paper which includes present positions, work experience, contributions of interest, publications, professional memberships, academic degrees, etc. Kindly limit this to 50 words for each author. **This is required by December 1, 2023.**

#### 4. Registration details

Speakers must register by December 1 using the form for [speakers and authors](#). Please contact Traci Branstetter if you have any questions about registration: +1 713 449 3222, [traci@clarion.org](mailto:traci@clarion.org)

#### 5. Conference check-in, name badge, etc.

George R. Brown Convention Center, Hall E1 (Level 1)

- a. Tuesday, February 7, 5:00pm to 7:00pm
- b. Wednesday, February 8, 7:00am forward
- c. Thursday, February 9, 7:00am forward
- d. Friday, February 10, 7:00am to 10:00am

#### 6. Overnight accommodation

The conference will take place at the Hilton Americas – Houston, 1600 Lamar Street, Houston, Texas 77010, +1 713 739 8000. A discounted room rate of \$265 has been organized with the hotel. You will find the booking details [here](#). The number of rooms at this rate is limited, so we recommend booking early. The exhibition will take place in the adjacent George R. Brown Convention Center, accessible from the hotel by skywalk or sidewalk.

#### 7. Timing

This will be a multi-track conference, and it will be important for each presentation to finish at the programmed time to allow delegates to move between tracks. **The time allotted for each presentation will be 25 minutes**, plus five minutes for audience questions = 30 minutes total.

#### 8. AV setup

In each of the conference track rooms there will be a laptop at the podium. Your presentation will have been loaded onto this laptop in advance. However, as a backup, please bring a copy of your presentation file(s) on a portable USB drive. The projection and audio systems will be managed by our technicians who will be in the rooms throughout.

#### 9. Other equipment

Please contact the speaker liaison below if other equipment is required.

#### 10. Exhibition

The conference will be accompanied by an exhibition. For information on exhibiting, please contact Traci Branstetter, +1 713 449 3222, [traci@clarion.org](mailto:traci@clarion.org).

#### 11. Event schedule

Monday, February 12	Training courses Reception for course attendees / instructors – <i>all conference speakers welcome</i>	8:00am – 5:00pm 5:00pm – 6:00pm
Tuesday, February 13	Training courses Welcome reception and exhibition open	8:00am – 5:00pm 5:00pm – 7:00pm
Wednesday, February 14	Conference technical sessions Exhibition Cocktail Reception in exhibition area	8:00am – 5:00pm* 9:00am – 7:00pm 5:00pm – 7:00pm
Thursday, February 15	Conference technical sessions Exhibition	8:00am – 5:00pm* 9:00am – 2:00pm
Friday, February 16	Conference technical sessions Adjourn	8:00am – 12:00pm* 12:00pm

*\*Finish times may vary once the technical program is confirmed.*

## 12. Speaker liaison

**Ben Stroman, Editor**

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