



Speaker and author information

**Pipeline Pigging & Integrity Management Conference
Houston, February 18-22, 2019**

Conference website:
ppimhouston.com

Key points

- Send a **biographical introduction for all authors** (50-100 words) by **November 9, 2018**
- Deadline for final papers: **January 14, 2019**
- Deadline for presentation slides: February 11, 2019
- Send paper in Word – use our template
- Use the provided template for slides
- Commercialism must be avoided

1. Schedule for abstract and paper

Your paper will be edited for style, desk-top published, and distributed electronically after the conference. The abstract and authors' introductions will be published in the conference handbook. In order to meet our production deadline, a file in Word (*formatted using our template*) including all illustrations and tables is required by **January 14, 2019**. Please prepare your slides using the template provided and get these to us by February 11, 2019.

2. 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 about 100 words for each author. **This is required by November 9, 2018.**

3. Registration details

Complimentary registration will be provided to one speaker or author per paper. In the case where there is more than one author per paper, please let us know who is to receive the complimentary offer and which co-authors will be attending. You do not need to complete any registration forms for the complimentary registration. Co-authors may register at the discounted registration fee of \$995 by completing the online form here: ppimhouston.com

4. Conference check-in, name badge, etc.

George R. Brown Convention Center, Hall C1 (Level 1)

- Tuesday, February 19, 5:00pm to 7:00pm
- Wednesday, February 20, 7:00am forward

5. The hotel, exhibition, overnight accommodation

The conference will take place at the Marriott Marquis Hotel, 1700 Smith St, Houston, TX 77002, USA, +1 713 654 1777 (direct line).

Accommodation: The discounted group rate is US\$249 + tax per night. Please mention the group ID PPIM 2019 when booking your reservation to receive the discounted rate. The discounted rate is available for bookings on or before January 27, 2019, subject to availability – 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 a footbridge.

6. Instructions for preparing your paper and presentation

We require all authors to use the PPIM 2019 templates to prepare their papers and presentations. Papers must be in Word and presentations in PowerPoint. Download the templates here: <http://www.clarion.org/PPIM-speakerinfo.zip>

Photographs, illustrations, and tables are welcome: they should be added to the paper and labelled with the same figure/table numbers as in the text. We would prefer that photos, illustrations, and tables be grouped together at the end of the narrative text pages.

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

It is important that you submit good quality original material in order to get good-quality reproduction.

PowerPoint presentations

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.

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 and Tiratsoo Technical. We will provide a notice of copyright in the names of the author and Clarion/Tiratsoo Technical.

In addition to your paper, you may supply brochures and other informative literature (300 copies) for distribution at the conference. Please contact BJ Lowe (see below) if you wish to take advantage of this.

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 20 mins, plus ten minutes for audience questions = 30 mins total.**

8. Sending the paper (text and slides)

Upload: Please upload your paper and any associated documents to our server here:

<https://clarion.wetransfer.com>

By email. We highly recommend the FTP method over email. However, you may send the paper as

an email attachment provided the file size does not exceed 5Mb. The email address is:
aferguson@gs-press.com.au

Projector

In each of the conference track rooms, there will be our laptop at the podium and a projector, and we will load your presentation onto this laptop. However, as a backup, *please bring your laptop with all necessary software loaded. If you are running videos or animation files, then we may have to use your laptop instead of ours.*

9. Audio

We will provide a full audio system in each of the conference track rooms. The speakers will use a radio microphone, while the chairmen and delegates will use stationary microphones.

10. Other equipment

Please contact BJ Lowe if other equipment is required.

11. Exhibition

The conference will be accompanied by an exhibition. Information on exhibiting is available online at ppimhouston.com.

12. Event schedule

February 18-19	Training courses	8:00am – 5:00pm
February 19	Welcome reception and Exhibition open	5:00pm – 7:00pm
February 20	Conference technical sessions Cocktail reception in the Exhibition area	8:00am – 5:30pm 5:30pm – 7:00pm
February 21	Conference technical sessions Exhibition	8:00am – 4:30pm 9:00am – 2:00pm
February 22	Conference technical sessions	8:00am – 11:30am

13. Organizers

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