



PPIM Conference and Exhibition
February 17-21, 2020
George R. Brown Convention Center and
Marriott Marquis Hotel, Houston, Texas

Speaker and Author Information

KEY POINTS

- Deadline for biographical introduction for all presenters and authors (50 words each): **December 6, 2019**
- Deadline for final papers: **January 7, 2020** - please use template attached
- Deadline for presentation slides: **February 7, 2020** - please use template attached
- **Commercialism must be avoided**

1. BIOGRAPHICAL NOTE

For the information of the participants and the chairman's introduction, if you have not already in your initial submission, please provide a brief biography of all authors and presenters 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 6, 2019**.

2. ABSTRACT AND PAPER SCHEDULE

Your paper will be edited for style, desk-top published, and distributed electronically prior to the conference. In order to meet our production

deadline, a file in Word (formatted using our template attached) including all illustrations and tables is required by **January 7, 2020**. Please prepare your slides using the template attached and upload by **February 7, 2020**.

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. HOTEL, EXHIBITION, OVERNIGHT ACCOMMODATION

The conference will take place at the Marriott Marquis Hotel, 1777 Walker St, Houston, TX 77010, USA.

Accommodation (may no longer be available): Click [here](#) to book now. The discounted group rate is US\$259 + tax per night. Please mention the group ID PPIM 2020 when booking your reservation to receive the discounted rate. These rooms are available until January 22, 2020, 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.

Alternate hotel: Hampton Inn Houston Downtown

Group Name: Pipeline Pigging & Integrity Management Conference

Group Code: ppi

Check-in: February 18, 2020

Check-out: February 21, 2020

Hotel Address: 710 Crawford Street, Houston, Texas, 77002

Phone Number: 713-224-0011

Make reservation: [click here](#)

5. PAPER AND PRESENTATION INSTRUCTIONS

We require all authors to use the PPIM 2020 templates to prepare their papers and presentations. Papers must be in Word and presentations in PowerPoint. Download the templates provided here as attachments or through your abstract portal where you made your initial submission.

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.

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 Great Southern Press. We will provide a notice of copyright in the names of the author and Clarion/Great Southern Press.

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

6. 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.**

7. SENDING THE PAPER

Upload: Please upload your paper, presentation and any associated documents here: <https://www.dropbox.com/request/tCil0RaM5DEDaY4gtPpQ>

By email: We highly recommend the upload method above over email, however, if you have any issues please contact Rebecca Burns at rburns@gs-press.com.au

8. PROJECTOR

In each of the conference track rooms, there will be a laptop at the podium your presentation will show on the screen. We will load your presentation onto the laptop prior to your session. However, as a backup, please bring a USB with all necessary software loaded, including videos or animation files.

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 Rebecca Burns at rburns@gs-press.com.au 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

Monday, February 17

Training courses | 8:00am - 5:00pm

Tuesday, February 18

Training courses | 8:00am - 5:00pm

Exhibition opening and welcome reception | 5:00pm - 7:00pm

Wednesday, February 19

Conference technical sessions | 8:00am - 5:30pm

Exhibition | 9:00am - 5:00pm

Cocktail reception in exhibition area | 5:00pm - 7:00pm

Thursday, February 20

Conference technical sessions | 8:00am - 5:00pm

Exhibition | 9:00am - 2:00pm

Friday, February 21

Conference technical sessions | 8:00am - 11:30am

If you require any further information or assistance, please do not hesitate to contact the team at conferences@gs-press.com.au.

Kind regards,

PPIM Team

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