



Speaker and author information

Conference website:

www.clarion.org/NGOC/NGOC-2019/index.php

Key points

- Send a biographical introduction for all authors (50-100 words) by **August 5, 2019**
- Deadline for final papers: **August 5, 2019** – use our MS Word template
- Deadline for presentation slides: **August 20, 2019** – use our MS PowerPoint template
- Commercialism must be avoided

1. Schedule for paper and presentation slides

Your paper will be edited for style, desk-top published, and distributed electronically after the conference. The abstract will be published in the conference handbook. In order to meet our production deadline, a file in Word (formatted for a PC) including all illustrations and tables is required by **August 5, 2019**. Please prepare your slides using the template provided and get these to us by **August 20, 2019**.

2. Sending the paper and presentation files

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

<https://clarion.wetransfer.com/>

Note: please select the option to send the upload confirmation to us by **email**.

Email: We highly recommend uploads over email. However, you may send the paper as an email attachment provided the file size does not exceed 5Mb. The email address is bjlowe@clarion.org

3. Registration details

Complimentary registration will be provided **to one speaker or author per paper**. If there is more than one author, please let us know **who is to receive the complimentary offer** and which co-authors will be attending. Also see items #4 and 5 below.

4. The hotel, exhibition, overnight accommodation

The conference will take place at the Royal Sonesta Hotel, 2222 W Loop S, Houston, TX 77027 Tel. +1 713 627 7600. When booking your accommodation, please mention *the Clarion Natural Gas Odorization Conference* to receive our discounted group rate of \$129 + tax (although this has limited availability).

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

Monday, August 26 – Name badges and conference materials will be ready at the conference registration desk in the hotel lobby by the Legends Ballroom. There will be a welcome reception from

5 to 6pm in the Exhibition Hall (Legends Ballroom). You do not need to complete any registration forms for the complimentary registration. Co-authors may register at the discounted registration fee of \$995 using the online form here: <https://www.clarion.org/NGOC/NGOC-2019/registration.php>

6. Instructions for preparing your paper

Please prepare the paper and presentation using the NGOC 2019 templates.

We require all authors to use the NGOC 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/NGOC/NGOC-2019/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 reproductions.

Copyright. For the purposes of the conference, we require a joint copyright to the paper as submitted.

7. Timing

The time allotted for each presentation will be 25 mins, plus five minutes for audience questions = **30 mins total.**

8. Biographical note

For the information of the participants and the chairman's introduction, please provide a brief biography which includes your present position, work experience, contributions to your field, publications, professional memberships, academic degrees, etc. Kindly limit this to 100 words. **This is required by August 5.**

9. Projector, laptop

Our laptop and projector will be in the conference room, and we will load your presentation onto this laptop.

10. 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.

11. Other equipment

Please contact BJ Lowe if other equipment is required.

12. Exhibition

The conference will be accompanied by an exhibition. Information on exhibiting is available online at <http://www.clarion.org/NGOC/NGOC-2019/whatsincluded.php>

13. Event schedule

August 26, 2019	Welcome reception and Exhibition	5:00pm – 6:00pm
August 27, 2019	Conference technical sessions, Cocktail reception in the Exhibition area	9:00am – 5:00pm 5:00pm – 6:30pm
August 28, 2019	Conference technical sessions, Exhibition	9:00am – 3:30pm 9:00am – 1:00pm

14. Organizers

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