



New dates: November 15-18, 2021

Speaker and Author Information

Updated January 12, 2021

Conference website:

www.pipelinerriskforum.com

KEY POINTS

- Send a hi-resolution photo of the speaker **as soon as possible**
- Deadline for biographical introduction for all authors (50-100 words):
September 8, 2021
- Deadline for final papers: **October 4, 2021** – use our MS Word template
- Deadline for presentation slides: **October 18, 2021** – use our MS PowerPoint template
- 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 **September 8, 2021**.

2. PAPER and PRESENTATION FILES

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 including all illustrations and tables is required by **October 4, 2021**. Please prepare your paper using our Word template on the website – at the link “For Speakers & Authors.” Please use the PowerPoint template to prepare your slide presentation, which is required by **October 18, 2021**.

3. SENDING THE PAPER AND PRESENTATION FILES

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

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

When prompted, select the option to “confirm upload by email.”

Email attachments: 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 bstroman@clarion.org

4. 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. 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: pipelineriskforum.com

5. VENUE & OVERNIGHT ACCOMMODATION

To be confirmed

6. PAPER AND PRESENTATION INSTRUCTIONS

We require all authors to use the RISK FORUM 2021 templates to prepare their papers and presentations. Papers must be in Word and presentations in PowerPoint. Download the templates from the Forum website. See #2 above.

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/Pipelines International. 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.

7. TIMING

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

8. PROJECTOR

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 Ben Stroman at bstroman@clarion.org if other equipment is required.

11. EVENT SCHEDULE

Monday, November 15

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

Tuesday, November 16

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

Wednesday, November 17

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

Cocktail reception in exhibition area | 5:00pm - 6:30pm

Thursday, November 18

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

If you require any further information or assistance, please do not hesitate to contact the team us at the address below.

ORGANIZERS

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