



**November 17-18, 2021**

***Speaker and Author Information***

**Updated August 24, 2021**

**Conference website:**

[www.pipelinerriskforum.com](http://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 written paper: **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 presentation 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](mailto: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 \$595 by completing the online form here: [pipelineriskforum.com](http://pipelineriskforum.com)

#### **5. 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.

## **6. TIMING**

The time allotted for each presentation will be **25 mins, plus 10 minutes for audience questions = 35 mins total.**

## **7. EVENT SCHEDULE**

**Wednesday, November 17**

8:15am - 4:30pm

**Thursday, November 18**

8:00am – 4:30pm

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

## **8. ORGANIZERS**

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## How to look and sound great in web meetings

### Appearance

Avoid plaids or patterns on shirts. A plain, solid color is best. Avoid a shirt that is bright white or dark black because they look like a "blob" on camera.

### Lighting

"Shady face" is the most common mistake in web conferences. This is the situation when half your face is shaded or blocked in some way. To avoid this, we recommend having one steady lamp, directly by your face, for even, steady lighting. No sidelight or backlight. Avoid sitting with your back to a window, as the camera will expose for the light and make you into a silhouette. Instead, flip it, and face the window, which will give you soft, people-pleasing light.

### Perspective

Another very common problem is "wide-angle face." The camera on a smartphone or webcam is wide-angle. So, if you get too close to it, you will look distorted. Step back from the camera. The closer you are to a wide-angle, the more distorted you are.

### Eye Level

Don't have the webcam looking up at you – you will have people looking up your nostrils. The camera should be just above your eye level, looking down on a slight angle. Use a stack of books, a small tray or even a small box to elevate your laptop or phone. If you use a phone, you'll also need a stand to keep it in position. Look at the camera directly.

### Sound

While we recommend you step away and not be so close, don't be so far away that the microphone won't hear you. Don't forget to mute the microphone when listening. For improved audio, use an accessory mic, which will make you sound way better. You can pick up a microphone that plugs into the USB port of your laptop for \$99; or even better, for \$20 you can get a small lapel mic that connects directly into the microphone jack of your laptop. To use an accessory mic, you need to go into the general settings on your device (Windows, iOS) and adjust the audio to pick your accessory mic instead of the built-in mic or other mic that may be set as the default.

## Steps for recording a PowerPoint presentation

1. Open the target presentation
2. SAVE the presentation under a new name so as not to overwrite the original
3. Select "Slide Show" tools from the main PowerPoint Toolbar
4. Select "Record slide show"
5. Click the Record button when ready to record the commentary on the first slide – recording will begin following the 3-2-1 countdown
6. You can PAUSE and RESUME recording at any point by clicking the Record button
7. Click STOP to pause or end recording at any point. Click RECORD again to restart recording with the helpful 3-2-1 countdown.
8. Recording is under way when the red dot appears in the recording window
9. Remember to SAVE the presentation periodically to capture your edits and additions
10. To play back the recorded presentation, open it in Slide Presentation view
11. Check the playback volume and adjust your microphone's settings to make sure this is loud enough (but not too loud!). Generally, the mic input volume should be set in the middle range for best results.