THE INTERNATIONAL
PIPELINE RISK MANAGEMENT
FORUM

November 8-9, 2023

Speaker and Author Information

Forum website:

www.pipelineriskforum.com

DEADLINES and KEY POINTS

- ➢ **As soon as possible:** send a hi-resolution photo of the speaker
- ➢ **September 12, 2023:** brief biographical note for all authors (50-100 words each)
- ➢ **September 12, 2023:** draft slide presentation
- ➢ **October 26, 2023:** final presentation slides
- ➢ Submit presentation, author photos and biographies **by email:** bstroman@clarion.org. Maximum file size is 8Mb. If your files are larger than this, contact Ben Stroman, Editor, +1 713 359 0016.

Presentations must use our MS PowerPoint template

1. BIOGRAPHICAL NOTE
For the information of the participants and the chairman's introduction, if you have not already supplied it with your initial submission, please provide a brief biography of all authors. Kindly limit this to 50 words for each author. This is required by **September 12, 2023**.

2. PRESENTATION SLIDES
Your presentation will be distributed electronically as an encrypted PDF prior to the conference. In order to meet our production deadline, the draft presentation is required by **September 12,** with the final slides required by **October 26.** Please prepare your presentation using our PowerPoint template HERE.

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. Co-authors should register by completing the online form HERE.

4. VENUE & OVERNIGHT ACCOMMODATION
Hyatt Regency Houston West, 13210 Katy Freeway, Houston, TX 77079. The overnight rate is $139 plus tax. The group rate is available for the nights of November 5 through 9 (checking out 10th). The registration link for our group rate is HERE.

5. COPYRIGHT

For the purposes of the Forum, we require a joint copyright to the presentation as submitted. We will provide a notice of copyright in the names of the author(s) and Clarion.

6. TIMING

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

7. AV SETUP

There will be a laptop at the podium. Your presentation will have been loaded onto this laptop in advance. However, as a backup, please bring a copy of your presentation file(s) on a portable USB drive. The projection and audio systems will be managed by our technicians who will be in the rooms throughout.

8. OTHER EQUIPMENT

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

9. EVENT SCHEDULE

Monday, November 6
Training courses |8:00am - 5:00pm

Tuesday, November 7
Training courses |8:00am - 5:00pm

Wednesday, November 8
Forum technical sessions |9:00am - 5:00pm
Cocktail reception in exhibition area |5:00pm - 6:30pm

Thursday, November 9
Forum technical sessions |9:00am - 4:00pm

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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