



**PATRAM 2019**

AUGUST 4-9 | New Orleans Marriott | New Orleans, LA, USA

# **19<sup>th</sup> International Symposium on the Packaging and Transportation of Radioactive Materials**

**August 4-9, 2019  
New Orleans Marriott  
New Orleans, Louisiana**

# **Presentation Guide**

# Presentation Guide

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## Due Dates

Changes in presentations (oral and poster).....	May 15, 2019
Additional audiovisual request .....	July 23, 2019
Final Paper Deadline .....	May 23, 2019
Presentation File/Media..... Room	Due in the Speakers Ready the day before presentation

# General Information

## A. Invitation to the Speakers' Breakfast

The PATRAM 2019 organizers invite you to attend the Speakers' Breakfast together with your Session Chair and Co-chair for final coordination and information exchange within your session. Speakers' Breakfasts are scheduled for each morning of the Symposium. Attend this breakfast on the day of your presentation for a briefing to hear last-minute communications on changes, introductions, etc. You should notify [Alyssa Carroll, at PATRAM 2019 Symposium Services \(info@patram.org\)](mailto:info@patram.org) if you cannot attend. Only the speaker (one author per presentation) should attend. The same arrangements apply to poster presentations: only one author per poster should attend the breakfast/briefing on the day of the Poster Session.

## B. Audiovisual Equipment

Following the Speakers Breakfast, you will be asked to check the session room and familiarize yourself with the audiovisual equipment. Each meeting/session room will be equipped with the following audiovisual equipment:

- Podium with microphone
- Appropriate screen
- LCD projector
- Windows Laptop with PowerPoint

## C. Withdrawn Papers

Speakers are instructed to notify [PATRAM 2019 Symposium Services \(info@patram.org\)](mailto:info@patram.org) no later than May 15, 2019 of withdrawal of their paper

- Authors who withdraw their papers after the Final Program is printed must immediately notify PATRAM 2019 Symposium Services.

Note: When a paper has been withdrawn at the Symposium, the Session Chair will use that paper's 20-minute slot for discussion or a break. The starting time or position of subsequent papers in the session will not be adjusted. Session papers will not be rearranged under any circumstances without prior approval of the Symposium Coordinator. If the number or location of withdrawn papers presents a problem to the Session Chair, the Symposium Coordinator shall be consulted to arrive at a suitable resolution.

## D. Change in Speakers and Poster Presenters

Speakers are instructed to notify [PATRAM 2019 Symposium Services \(info@patram.org\)](mailto:info@patram.org) no later than June 18, 2019 of:

- Substitute speaker or poster presenter if the primary author is unavailable to present their paper
- Changes in the title or authors of their paper

If a substitute speaker or poster presenter will make the presentation, the substitute should attend the Speakers Breakfast and provide the presentation file media. In addition, the original speaker or poster presenter should provide the substitute with all information about the Symposium, including the acceptance notification e-mail, Preliminary Program and the Presentation Guide. If this is not possible, request PATRAM 2019 Symposium Services to provide this information to the substitute.

**E. Author's Preprints**

Authors are allowed to bring copies (preprints) of their papers to the meeting for distribution.

**F. Length of Final Papers**

The page limit is 8 – 10 pages. The submitted PDF file should be two megabytes (2MB) or less in size in order to accommodate the over four-hundred expected papers the Proceedings Website.

**G. Speaker Registration Information**

PATRAM 2019 policy requires that all speakers, Session Chairs, and symposium attendees complete a registration form and pay the published registration fee. The full registration fee will include the banquet, opening reception, speakers' breakfast, all refreshments, symposium materials, proceedings and access to the exhibit hall. One-day registration is available but does not include a banquet ticket, reception ticket, or the symposium proceedings. For more detailed registration and hotel information, visit [www.patram.org](http://www.patram.org).

**H. Deadline for Final Papers**

The deadline for final paper submission is **May 23, 2019**. Carefully read and follow the instructions for submitting papers on **page 8** of this manual. All papers accepted for oral and poster presentation at the PATRAM 2019 Symposium will be included on the *Proceedings Website*. All authors of oral and poster presentations are required to submit a full paper via the PATRAM abstract submission website. [faxes and hard-copy papers will not be accepted.]

PATRAM is requesting to publish both the paper and the presentations. Please return the [speaker release document](#) by June 18, 2019.

# Guide for Oral Presentations (PowerPoint)

Final papers should not exceed ten full, single-spaced, single-column pages (including charts and photos). Papers longer than ten pages are discouraged. The purpose of the PATRAM 2019 Symposium is to provide a professional forum for the presentation and discussion of new ideas, issues, and developments of importance to the packaging and transportation community. The proper presentation of papers at the Symposium is the most essential element of the entire meeting. Speakers should realize that they are speaking to an audience of varied degrees of familiarity with the subject matter. Furthermore, since PATRAM 2019 is an international symposium, consideration should be given to making the presentation in a manner that is meaningful to those whose native language is not English. A successful presentation can be assured if the speaker will follow the guidelines for organization, visual aids, and delivery.

**Presentations should be saved as Microsoft PowerPoint (.ppt or .pptx) file format or saved as PDF for full-screen presentation using Adobe Acrobat Reader. Please clearly identify your PowerPoint or PDF file on a USB flash drive (memory stick) or CD and upload it in the Speaker Ready room.**

## A. General

1. When you arrive at the meeting room, preferably 30 minutes prior to the start of your session, locate your Session Chair and let him/her know you are present. Become familiar with the operation of the Laptop, microphone, and projector.
2. Presentation slides should be prepared so that they are easily readable and understandable by the audience.
3. Each speaker is allotted 20 minutes: 15 minutes for the presentation and 5 minutes for questions.
4. Repeat any questions from the audience into the microphone for the entire audience to hear before attempting to respond.

**Note:** If the speaker and Session Chair agree in advance, the 5-minute discussion period can be reduced or eliminated to allow for additional presentation time. Please keep in mind, the speaker's time will not exceed 20 minutes in total.

**It is the responsibility of each speaker to adhere strictly to this policy for the benefit of the meeting participants who wish to attend presentations in other sessions as scheduled. Therefore, it is absolutely essential that each presentation does not exceed the 20 minute time limit. Session Chairs will ensure that each presentation starts at the scheduled time.**

## B. Organization of Presentation

Persons with varying degrees of knowledge of the subject matter should be able to understand the significance and usefulness of the work. Sufficient background needs to be provided to educate the listener as to why the topic is being presented. The conduct of the work or basis for the approach taken should be described. A description of the work should include the significant facts and results. Conclusions that highlight the importance of the work should be presented.

The significant information about the work should be presented in a concise manner. Organize the presentation so the information can be presented in approximately 15 minutes. It may be advantageous to present the main results and conclusions first, and then discuss achievements, comparison or related work and specific details if time permits.

### **C. Visual Aid Guidelines**

Visuals serve as a guide to the presentation. They outline the presentation to help the listener follow the speaker. The objective of the work is highlighted and important details of the work are presented. Significant results and conclusions are also highlighted on the visuals.

- Presentation slides must be easy to read. Information on slides should be legible when read unaided at a distance of about 8 feet (2.5 meters).
- The information on the visual should not be crowded (13 lines of text per slide is a guideline for the maximum amount of information to not appear crowded).
- Tables and graphs should be simplified such that only relevant information is portrayed. Titles, headings, and legends for tables and graphs should be clearly presented.

Prepare several simple visuals from one complicated one. Too much information on one visual can be difficult to read. Although it is convenient to use tables and graphs from a report, prepare them specifically for the presentation eliminating unnecessary detail usually present in a report. If photographs are used, they should tell a story and support the overall presentation. If the photo is not clear and the color is not good, don't use the photo - have specific photos prepared for the subject matter to be presented. If graphs are used, be sure they are big and bold. General trends and relative values are better than detailed line drawings. Keep graphs simple - point to one concept at a time.

### **D. Delivery**

Ensure that the presentation:

- Demonstrates effective preparation prior to the meeting;
- Is developed to meet the allotted time constraints;
- Has been practiced;
- Is coordinated with the sequencing of the visuals; and
- Delivery is easily followed by the audience

The speaker should:

- Talk to the audience and not to the visual;
- Speak slowly enough that people can follow easily;
- Speak for the non-English speaking audience;
- Avoid presenting too much detailed information;
- Avoid blocking the projection of visuals; and
- Use a pointer to highlight graphs and tables on the projection screen.

### **FINAL REMINDERS**

- Think about your audience as you prepare
  - Depth of discussion
  - Need for introduction of the material
- Practice your presentation ahead of time to be sure your material is appropriate and that you stay within the time allotted.

# Poster Presentation Guidelines

1. PATRAM 2019 Poster Sessions provide a means for substantive discussion of research results and/or demonstration of technology for participants attending the Symposium. The Poster Session will be held on Wednesday, August 7, 2019, from 9:30 a.m. – 1:00 p.m. A briefing breakfast is scheduled for Wednesday, August 7, 2019, at 7:00 a.m. for Poster Session presenters. Your poster can be put up as early as Monday, August 5<sup>th</sup> for display until the closing of the exhibit hall on Thursday, August 8<sup>th</sup>.
2. Vendors, laboratories, or others promoting the sale of instruments, apparatus, equipment, software, processes, and capabilities are required to present or exhibit their commercial products separately from the poster session. Only the results of research may be presented in the posters session. Vendors and others wishing to exhibit their commercial products should refer to the exhibitor prospectus at [www.patram.org](http://www.patram.org).
3. Papers scheduled for presentation in the Poster Session are listed in the Final Program in the same manner that oral presentations are listed.
4. Boards provided by PATRAM 2019 for mounting posters at the Symposium are about 8 feet (2.44 meters) wide and 4 feet (1.22 meters) tall. Space and other considerations require that these boards must be used - no alternative displays, stands, or exhibit-type boards are acceptable. The poster locations will be numbered ahead of time so that you will know exactly where to place your poster. Prepare a sign ("header") for the top of the poster, indicating the title and name(s) of author(s) so that your poster may be easily identified. The lettering for this heading should be at least 1 inch (2.5 cm) high. A copy of the abstract, set in large type, can be posted in the upper left-hand corner of the board or used as a handout. All illustrations should be prepared prior to the Poster Session. Keep in mind that your illustrations must be read from a distance. Charts, drawings, photographs, and illustrations should be similar to those used in making presentation slides. Hand-lettered material is unsuitable for professional and effective poster presentation. Illustrated materials should be kept simple.
5. PATRAM 2019 Symposium will provide, on an as-needed basis, limited quantities of tape and push pins.
6. Posters may be left mounted onto the boards until the end of the Symposium.

# Instructions for Submitting of Final Papers for Publication in the PATRAM 2019 *Proceedings*

Final papers are to be submitted online. Please follow the directions below:

1. An example template of a final paper is provided on page 9 of this document. Consider this example when preparing your final paper.
2. You must submit your final paper in a Microsoft Word (PC/MAC) or a PDF file. Zipped files are **not** acceptable.
3. Include your abstract at the **beginning** of your paper.
4. Use single spacing throughout the paper. Do not double space. **Use a single-column format.** Please use a **Times Roman font style** with a recommended 12-point size. The quality reproduced on the Proceedings Website is entirely dependent on the quality of the printing and graphics of the papers submitted. The process is WYSIWYG – what you see is what you get. Graphics or copy of poor quality will appear as poor quality on the Website.
5. Footnotes and references should appear at the end of the paper following the body and any graphics.
6. Avoid heavy solids or graphics with dark backgrounds. Simple line drawings or graphics are best.
7. Remove any hard returns from the last page of your document. This could cause blank pages to appear on the Proceedings Website.
8. Final papers should maintain the same title as the abstract. The final paper will be published in the Proceedings using the same title as the abstract. Titles will not be cross-matched.

## 9. Submission Process!

You will receive a separate e-mail from PATRAM 2019 Symposium Services for each abstract that has been accepted. Each e-mail will contain the link, login and password for each abstract submitted where you are listed as a primary author. Follow the instructions given in this e-mail for uploading final papers. If you do not receive individual e-mail messages for each abstract you submitted that was accepted for presentation, contact PATRAM 2019 Symposium Services immediately. If you are listed as a co-author, please contact your colleagues for notification of acceptance.

10. Submission related concerns or questions should be directed to PATRAM 2019 Symposium Services at [info@patram.org](mailto:info@patram.org)

A Website with the Symposium Proceedings will be created from the files submitted electronically through the web. An example paper template is provided in the next page of this guide. Consider this example when preparing your final paper. Note that MS Word (.doc) or other word processing files must be converted to PDF files before submitting them online at [www.patram.org](http://www.patram.org).

**Deadline for submission of final paper: May 23, 2019**

**PUT PAPER TITLE HERE**

**Author**  
Affiliation

**Author**  
Affiliation

**Author**  
Affiliation

**Author**  
Affiliation

**Author**  
Affiliation

**ABSTRACT**

Put abstract here.

**INTRODUCTION**

Put introduction here.

**HEADING 1**

Body text. Body text. Body text.

Sub-Heading 1

Body text. Body text. Body text.



**Figure 1. Caption for figure here**

**Table 1. Table title here**

H1	H2	H3
X	A	B

**CONCLUSIONS**

Put conclusions here.

**ACKNOWLEDGMENTS**

Put acknowledgments here.

**REFERENCES**

Put references here.



# PATRAM 2019

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## PATRAM 2019 Presentation Change Request Form

This form must be submitted to request a change to the abstract title, presenter, co-authors, etc. for oral and poster presentations.

You may fill this in electronically (type in the gray boxes), "Save As" and e-mail the completed form to Alyssa Carroll: info@patram.org.

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### Current Abstract Information

Abstract Number:

Presentation Day/Time (if known):

Abstract Title:

Presenter's Name:

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### Requested Abstract Change(s)

Change Presenter to: \*\*\*\*\* (If changing presenter, provide their full name, affiliation, address, e-mail, phone, fax and bio)

New Presenter's Bio: \*\*\*\*\*(bio must be included in order for presenter change to be processed.)

Add these Co-Authors: \*\*\*\*\* (If adding a co-author, provide their full name, affiliation, address, and e-mail)

Remove these Co-Authors:

Other Type of Change Request:

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### Changes Submitted by:

**Name:** (Your name here)

**E-mail:** (Your email here)

I am the current:

**Presenter**  **Co-Author**