

# CEM 2011

10<sup>th</sup> International Conference and Exhibition on Emissions Monitoring

5<sup>th</sup> – 7<sup>th</sup> October 2011

Prague, The Czech Republic

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June 2011

## **Subject: Preparing papers and presentations for CEM2011 Conference**

**To: Session chairs and speakers**

**From: Lesley Sloss & Dave Curtis**

The goal of the conference is to foster informative and active discussions of the technical, regulatory and safety issues associated with emission monitoring. With this goal in mind, we have structured the sessions for formal presentations to ensure sufficient time for discussion and exchange with the audience. We offer the following guidelines for preparing presentations and conducting the sessions. It is the responsibility of all presenters and session chairs to ensure that the conference schedule is maintained. Please keep the length of the presentation within your assigned allotment of time. Should the audience be slow to start discussion upon completion of the presentation, the session chair should start the discussion themselves to promote maximum participation from the delegates.

### **Abstracts.**

You will have already submitted an abstract this will be used in the conference and exhibition catalogue. (Unless you update by 5<sup>th</sup> August 2011)

### **Papers.**

Papers will be published on a CD or similar media that will be given to all participants at the conference.

Please provide your complete paper with any illustrations, graphs etc in either Microsoft Word, any version up to 2010, or rtf format. **We must have your paper by 26<sup>th</sup> August 2011.**

### **Presentations**

- Guideline 1 - Each presentation slot is based on 20 - 25 minutes presentation with 5 minutes question time. We suggest allowing on average of 1-2 slides per minute. However, pictures give more information than numbers - use the best means to get your subject across. Remember, the audience will represent many different countries, so keep the slides simple so that non-native English speakers can understand your results. Whilst we are happy for presentations to include information on commercial systems, CEM is NOT a forum for advertising. Presentations that come across as sales-pitch are not appropriate. If you wish to enhance the potential to sell any piece of equipment to the extensive group of delegates, please make sure you book an exhibition stand as soon as possible as there are few spaces left.
- Guideline 2 - Please provide your presentation in Microsoft PowerPoint slides, any version up to 2007 is acceptable. **We need to have all presentations sent to us by 12<sup>th</sup> September 2011.** We will then convert all presentation into power point show files with interlinking slides.
- Guideline 3 - Whilst diagrams often help to simplify and demonstrate complex theories or results, complicated spectra rarely do more than confuse the audience. Please keep diagrams and tables simple – no more than 8 rows/columns – or the slide will be unreadable.
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