Abstract Guide

SUBMITTING AN ABSTRACT:

1. Click the following link to create your speaker profile in PheedLoop:
   https://pheedloop.com/coatingsplus21/proposal/start/?call=CALSA9PEOM6AIF3

2. You will receive a confirmation email from no-reply@pheedloop.com; please add PheedLoop to your email contacts/safe sender list.

3. Required information:
   a. Speaker's full name, including credentials - *this is how you will be listed in all conference marketing material*
   b. Company name
   c. Email address – *this will be used as your login for PheedLoop as well as primary communication for this program*
   d. Phone number

4. List all additional co-speakers, their credentials and company - *Note: SSPC will not know to promote other presenters unless you enter them in PheedLoop*; do not send the names of co-speakers to staff.

5. Bios and headshots for all speakers – *bios can be entered in the "About Me" section under "My Profile" in PheedLoop. These will be used to introduce you before your presentation begins.*

6. Additional authors should be listed on your abstract, paper or PowerPoint. Additional authors should not be entered in PheedLoop unless they are co-presenting with you in Phoenix.

7. Preliminary Submission Title – *if this changes at any time prior to your presentation in Phoenix, please update it in PheedLoop. The title you submit will be used in marketing and in the program proceedings.*

8. Primary Topic Category and no more than Two (2) additional topic categories

9. Three Learning Objectives

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ABSTRACT:

The abstract is also required and should be a summary of your presentation that clearly explains the objective in 250 words or less. Place an emphasis on the motivation for the work and summarize any contributions being presented. A total of four learning objectives should accompany your abstract, but these do not count towards your 250 words. **NO GRAPHICS SHOULD BE USED**. Abstracts will be used in promotional literature.

AVOID PROPRIETARY* NAMES.

Instead of referring to a company's Wonderpaint, use a generic name (alkyd, epoxy, urethane, etc.). Avoid discussing the work of a specific contractor, or use of any one company's product, even if your experience has been entirely positive; refer only to "the contractor" or some other generic term.

**Note: If your abstract is judged by our editorial board to be too proprietary, we may return it to you for revision, or it will not be considered for the program.

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Draft Paper Guide

SPEAKER AUTHORIZATION FORM
As a presenter in the Technical Program, we ask that you please complete and sign a speaker authorization form. This form will define the permissions SSPC has when publishing your paper, as well as potential photographs, audio and video recordings of your presentation.

PAPER TEMPLATE
We have created a paper template for you to download, which can be found in the Information section, and under the **Event Details** after logging in to your PheedLoop account.

PAPER STYLE AND FORMATING
- All copies should be typed single space, one column per page
- Copy should be flush left, not justified
- Indent five spaces at the beginning of a new paragraph
- Skip one line between paragraphs
- If you have a typeface choice, use 12-point Times New Roman
- The title should appear in CAPITAL LETTERS and centered at the top of the first page
- ALL author's full name(s), credentials, title(s) and company name(s) should begin on the second line. This information should also be centered, and in capital and lower-case letters
- The last line should list your City, State and Country

  EXAMPLE:

  YOUR PAPER TITLE
  Author 1, *credentials*, Company name; Author 2, *credentials*, Company name; and
  Author 3 *credentials*, Company name
  Your City, State, Country

ABSTRACT
Your abstract will be included in the printed program.
- Should appear in the area at the top the first page
- It should serve as a summary for the entire paper
- The actual text of the paper will begin 1/2 inch below the end of the abstract

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MAJOR HEADINGS

- Major headings are in capitals, centered in the column, and underlined
- They should be on a separate line
- Skip a space before you begin typing

EXAMPLE:

<div align="center">

<u>MAJOR HEADINGS</u>

Text can begin at this point…

</div>

SUBHEADINGS

- Subheadings are in lower case with initial capitals, flush left, and underlined
- They should be on a separate line
- There is no need to skip a space before you begin to type

EXAMPLE:

<u>Subheadings</u>
Text can begin at this point…

REFERENCES

- List and number all references at the end of the paper
- When referring to them in the text, type the corresponding reference number in. parentheses as shown at the end of this sentence (1)

(1)   Richard Teerlink, "The Role of the Leader," PACE Expo Daily, p. 77 (2006).

ILLUSTRATIONS

Line art is welcome (drawings, charts, graphs, etc). All figures should fit within the outside margins of the paper. It might be easiest for all figures to appear at the end of the paper, rather than throughout the text.

Halftone illustrations (Photographs) should be clear, black and white prints. Color photographs will be acceptable as long as they are properly sized and placed within your copy. Please make sure that you include a caption for each photograph or line drawing.

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PowerPoint Guide

POWERPOINT TEMPLATE

The PowerPoint can be found in the Information section, and under the **Event Details** after you login to your PheedLoop account. It is ***mandatory*** that you use the PowerPoint template that we have provided. We have designed a Coatings+ full PowerPoint template, different from just the cover page in previous years. Your PowerPoint presentation may only include your company logo on the second slide (the slide after the cover page), and on the final slide. **The template is set to 16x9 slide size, which is the mandatory size and should not be changed.**

AVOID PROPRIETARY* NAMES

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SSPC WILL UPLOAD YOUR POWERPOINT IN THE ROOM OF YOUR PRESENTATION

Your PowerPoint will already be ready in the room you are assigned to present in, on the day of your presentation. You will not be permitted to use your own version of the PowerPoint; only the approved version we have on file will be used.

NO UNAPPROVED POWERPOINT PRESENTATIONS WILL BE ACCEPTED ON SITE

Your PowerPoint must be submitted in Catalyst by the published due date in order to be reviewed and approved. We cannot promise that any unapproved revisions made to your slides will be permitted to use during your presentation, and furthermore included in the technical proceedings we publish following the show. If you have a special circumstance or questions regarding this, please contact SSPC at papers@sspc.org.

**Please be advised that presenters who fail to adhere to our proprietary guidelines stated above, will be excluded from consideration for technical presentations at future SSPC Coatings+ conferences.