

THE CLEARWATER CLEAN COAL CONFERENCE

Guidelines for Student Papers

35th International Technical Conference on
Coal Utilization & Fuel Systems

June 6 – 10, 2010 – Clearwater, Florida, USA

INTRODUCTION

The Conference Committee has initiated a Best Student Paper Award. This student paper will be part of a comprehensive and informative program on clean coal on and fuel systems. Therefore, the Conference Committee has set high standards for student/speakers so that the conference will maintain its reputation as the premier vehicle for presenting the latest technological developments in improving and enhancing the utilization of coal by industrial and utility users. The Committee

CRITERIA: Students will be judged on their manuscripts that will be included in the Proceedings; and on the actual presentations. To be eligible the student must submit the manuscript in a timely manner so that the paper is included in

requires that the materials offered by student/speakers are presented in the most effective way; and these *Guidelines* have been prepared to assist student/speakers in preparing their formal papers and oral presentations. All technical papers will be included in the *Proceedings*. It is important the speakers adhere to the timetable that has been set in order that conference materials may be prepared and available when needed.

the Proceedings. And the student must register for the conference and make the presentation in the appropriate session at the conference. Students must be enrolled in a college or university or graduated within six months of the conference.

IMPORTANT DEADLINES

- **Prior to January 31st** – The Speaker Registration Fee of \$695 must be received.
- **April 16, 2010** – An original manuscript must be submitted via email to CTA. **Email submissions are required. Files should be transmitted in .pdf format (using Adobe).** Our goal is to reproduce

the Proceedings from the electronic files and eliminate the need to scan the papers. This results in a CD-ROM that is "print friendly". If you are unable to convert your manuscript file to .pdf, contact Barbara Sakkestad for assistance (BarbaraSak@aol.com).

NO FAXED SUBMISSIONS!

MANUSCRIPTS

Proceedings will be distributed at the conference on June 6 th. The following items should be considered as you prepare your manuscript:

- Your paper -- submitted electronically in .pdf format will be reproduced exactly as submitted.

We are also producing a printed volume of the Proceedings and the CD-ROM version that you submit will be used for this purpose.

- **Length of Paper** – Your manuscript, including illustrations, may not exceed 12 single-spaced pages. If you elect to exceed the 12-page

limitation, there is a \$100/page charge. Manuscripts should be accompanied by checks covering the appropriate amount which is determined by multiplying pages 13 and above by \$100. Illustrations are included in the 12-page allotment.

- **Manuscript Format** – Your paper must be submitted to fit standard U.S. paper size (8½ x 11 inches). Allow at least a 1" margin at the bottom of each page so that we may include the page number in the Proceedings.

- **Authors With More Than One Paper** -- The registration fee covers one technical paper; authors submitting more than one paper must include an additional \$100 per paper.

DO NOT NUMBER THE PAGES IN YOUR MANUSCRIPT. We will assign page numbers. **THIS IS VERY IMPORTANT IN ORDER TO PAGINATE THE ENTIRE BOOK.** Also, do not include reference lines with company names, logos, etc. on the bottom or top of your pages. There is a \$20 per page charge for each page that must be edited. There is a \$25 charge for resubmission of papers. Please proofread and obtain approvals before submission. Each time the paper is resubmitted it is subject to a \$25 charge.

TECHNICAL SESSION PRESENTATIONS

- **Your presentation is 20 minutes.** You will be interrupted if you go over your allotted time. Session chairmen will be using timers and lights to maintain the session schedule. Your full paper will be published in the Proceedings of the conference; therefore, you should summarize the highlights for your oral presentation.

- **Questions & Answers – The Question and Answer session has been eliminated.** Speakers should use some of their presentation time for questions. This is not mandatory, but we do ask that you allow a few minutes at the end of your paper for questions.

Try to anticipate questions that may be asked -- and answer them in advance as part of your

Email submission -- If you are presenting more than one paper, each paper should be sent individually, and the title of the paper should be noted in your email. Eliminate page numbers, logos or any other extraneous material included on the manuscript page.

And try to eliminate use of unusual font types or those created specifically for you. We had numerous problems with papers being unprintable or readable because fonts could not be identified or read by the printer.

- **Major headings** are to be indicated by ALL CAPS; Sub-headings are to be indicated by Initial Caps.

- **Title – Do not type a separate title page for your paper.** Center and type the paper title along with the name(s), title(s), and affiliation of the author(s) at the top of the first page of the manuscript.

- **Pagination – DO NOT NUMBER YOUR PAGES;** we will affix the page numbers in the Proceedings.

- **Proofreading** – CTA will not edit or proofread your manuscript so be sure that you are comfortable with both the content and accuracy of the copy before you submit. Manuscripts are subject to approval of the Conference Committee.

And please keep in mind that the **official conference dress is casual**, i.e., **no jackets and no ties**. This applies to speakers, session chairs and panel and tutorial chairs.

presentation; in other words, include in your oral presentation those points that would be of most interest to the immediate audience. When a question is asked, if the answer will be found in the published version of your paper, please indicate that so you can keep your on-the-spot answers as brief as possible. Some questions may be best answered after the session, on an individual basis.

- **Prepare visuals for Power Point projection. There is no provision for 35 mm slides.** Your materials should be submitted on a CD-Rom. Your materials will be accepted at the Registration Desk when you check in.

Avoid complicated visuals that require long reading time by the audience. Try to make your visuals attractive to view and easy to grasp. Remember that you are speaking in a large room with possibly

TECHNICAL SESSION ROOM SET-UP

Each session room will be equipped with the following standard equipment:

- Lavalier microphone
- Laptop computer
- Podium
- Screen

THE AWARD

Announcement and presentation of the award will be made at the luncheon on Thursday, June 10th. The winner doesn't need to be present at the

QUESTIONS & PROBLEMS

All materials (registration forms, manuscripts, etc.) for – *and questions about* – the conference should be directed to:

Barbara Sakkestad at
Coal Technology Association
601 Suffield Drive
Gaithersburg, MD 20878
Phone: 301/330-2256
E-mail: Barbarasak@aol.com; or on our website: www.coaltechnologies.com.

hundreds of people. The person in the last row should be able to read your charts or graphs just as easily as some one in the front row. What might be acceptable to you as you sit at your desk, might not work as part of a presentation in a large room. Please be considerate of the attendees as you prepare your visual materials for presentation. Detailed illustrative material is not suitable for your oral presentation.

- LCD projector
- Light timers

Additional equipment may be ordered at the speaker's expense (TV/VCR); or you may bring your own equipment with you.

ceremony; but it is hoped that the award can be made to the student in person.

