



IASH 2017
15th International Conference on
Stability, Handling and Use of Liquid Fuels
Rome, Italy • 10-14 September 2017



SPEAKER INSTRUCTIONS

- 1. Biographical Sketch:** Please complete a brief biographical sketch and forward to Patricia Lee via email to plee@iash.net by the **15 of July**. This will be used by Session Chairs to introduce presenters.
- 2. Meet your Session Chair** on the day of your presentation in the Speaker Ready Room (Sala Guinigi) after breakfast between 07.30-08.00 hours on the day of your presentation.
- 3. Length of Presentation:** Total presentation time is 25 minutes, which includes 5 minutes for Q&A at the end of each talk. Front tables will be reserved for speakers to sit at during their session. Speakers will not sit at the head table on the stage.
- 4. LCD Projection:** Take your presentation in **MS PPT** format on a USB compatible Memory Stick or CD and give it to the A/V Technician in the meeting room prior to the start of your session. *Please limit the amount of information per slide for easy audience reading*, even from the back of a large auditorium. Large font is recommended for all text and figure slides.
- 5. Presentation Slides to be Published in Proceedings:** The presentation slides will be published with the Conference Proceedings. Your presentation will be removed from the meeting computer for use in the Proceedings. If you have any changes after the meeting, please send them to Patricia Lee at plee@iash.net. Any embedded animations or video clips in your presentation should also be provided with the slides.
- 6. Draft Presentations Due by 1st of August:** IASH is a technical conference and only generic or technical descriptions are acceptable in presentations. Submit your draft presentation to Patricia Lee (plee@iash.net) and Pamela Serino, Conference Chairperson (pamela.serino@dla.mil) for review prior the meeting.
- 7. Paper Due by the 30th of September:** We request that a manuscript be prepared about your presentation to be included in the IASH 2015 Conference Proceedings. Send an electronic copy to plee@iash.net or bring it to the conference. Prepare your paper in **MS Word (not Adobe PDF)** and name the file with your **Last Name, First Name**. Refer to the Instructions for Manuscript Preparation for guidelines, located on the IASH web site (www.iash.net).
- 8. Copies on Site:** If you want to have copies of your presentation available to attendees, copies can be made on site at the hotel, or bring 170 copies.