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Pulp & Paper Industry Committee
Pulp & Paper Industry Conference

Author's Guide

Preparation of Technical Papers for the Annual Technical Conference

Revision Date: November 29, 2023

IEEE PULP & PAPER INDUSTRY

TECHNICAL OPERATIONS COMMITTEE

AUTHOR'S GUIDE

IEEE/IAS PULP & PAPER INDUSTRY
TECHNICAL OPERATIONS COMMITTEE
SUBMITTING YOUR PAPER FOR CONSIDERATION

- Thank you for your consideration in the authoring and submission of a technical paper for the IEEE (Institute of Electrical and Electronics Engineers) Pulp & Paper Industry Conference (PPIC). As the Author, you are the key person in the successful creation and presentation of a non-commercial technical paper at the Annual IEEE Pulp & Paper Industry Conference!

You will be assigned a Sponsor whose responsibility it is to help keep you on schedule, coordinate the review of your work and to expedite you in maintaining the technical program milestone dates. These milestone dates, set by the Technical Program Chair, are set based on the actual dates of the annual conference and the General Technical Committee and associated Subcommittee mid-year Interim web meetings (formerly referred to as the Committee Interim Meeting). The milestone schedule for a typical conference is shown on the next page.

In addition, your Sponsor is also responsible to ensure that you create a clear and concise PowerPoint® style presentation, free of **ALL** commercialism, for the oral presentation of your work. The associated Subcommittee Chair is then responsible for all Paper Sponsors. An organization chart of the Executive Committee and the associated subcommittees is illustrated at the rear of this document.

ScholarOne Manuscripts, a web-based paper review and logging process, is used as the basis for submitting your technical paper to the Paper Review Committee for a final review and grading. Some papers may be selected for conference awards and/or selected for re-publication in other IEEE media. The details surrounding this selection process are defined in the section, **Publication Policies and Regulations**.

Your Final Manuscript will be printed and bound together to form the 'Conference Record' of all technical papers selected for presentation at the Annual Conference. The printed Conference Records will be distributed at the time of on-site conference check-in and registration (either hard copy if available or by FTP download). Historically the records were also distributed at the conference in an electronic format (CDs) as well, although this practice has since ceased. Your manuscript will also be permanently stored in the IEEE Xplore digital library. The IEEE Xplore digital library is a powerful resource for discovery and access to almost 3-million full-text technical documents published by the IEEE and its publishing partners.

> *On behalf of the PPIC members and executive committee, and the PPIC conference committee, we thank you for your efforts and support in creating the materials for the foundation of our technical program and for future generations. The remainder of this document provides you a detailed outline of the requirements surrounding a successful paper creation and presentation.*

MILESTONE DATES FOR TECHNICAL PAPER SUBMISSIONS
FOR THE ANNUAL IEEE PULP & PAPER INDUSTRY CONFERENCE

Milestone Date	Milestone Action
~ June, prior year	**Annual Subcommittee Meetings:** Subjects and Authors suggested by Paper Sponsors
September 10, prior year	**Program Chair**: Issue Call for Papers to IAS distribution list
October 1, prior year	**Program Chair**: Author's Guide posted on conference web site
By October 3, prior year	**Mid-Year Interim Committee Meetings:** Rough drafts available for reviewers
November 19, prior year	**Reviewers**: Review of rough draft due
~ January 4	**Authors**: Final draft to reviewers
~ February 1	**Reviewers**: Review of final draft due
~ March 1	**Authors**: Email Final Manuscript, to Technical Program Chair, formatted in compliance with the current IEEE / IAS PPIC Style Sheet
~ March 15	**Program Chair**: Creates and sends email invitations to authors via ScholarOne Manuscript System
~ April 1	**Authors**: Upload paper to ScholarOne Manuscripts via invitation. Complete the on-line copyright transfer and send the Author's Data & Release Form and Co-Author's Form to the technical chair
~ April 8	**Program Chair**: Download manuscripts PDF files from ScholarOne Manuscripts and send to printer and CD provider.
~ April 15	**Awards Committee Chair**: Assigns reviewers in ScholarOne Manuscripts
~ April 22	**Program Chair**: Acknowledgment and schedule provided for Authors
~ May 20	**Awards Committee Members**: Review of all conference papers via ScholarOne Manuscripts due
April/May	**Authors**: At least one author **MUST** register for the conference
~ June 3	**Program Chair**: Bound copies of conference record are sent to Local Conference Chair **Authors**: Email final presentation to the Sponsor/Technical Program Chair and Audio Visual Coordinator
June	<u>**Annual Conference**</u> **Authors**: <u>**At least one author must register for and attend the conference.**</u> <u>Authors must attend the "Author's Breakfast" the morning of the day scheduled for the oral presentation of their paper.</u>
June after Conference	**Awards Committee Chair**: Compiles the reviewer's scores from ScholarOne Manuscripts, along with the presentation ratings, to determine prize paper selections
After Conference	**Program Chair**: Verify that all papers were presented. Electronic copy and any requested bound copies of record are sent to IEEE Headquarters
~ July After Conference	**Awards Committee Chair**: Record decisions on all papers in ScholarOne Manuscripts

Note: The exchange of very large files via email is often not always allowed by some corporate servers. Sponsors and subcommittee chairpersons are encouraged to use alternative file sharing services like DropBox™, YouSendit™, Google Drive™, Hightail™ etc..

Please note that some of these are public sites and documents uploaded may be visible to the public depending on your personal settings.

PREPARATION AND HANDLING OF TECHNICAL PAPERS

General Preparation Guidelines:

Papers presented at the IEEE Pulp & Paper Industry Conference (PPIC) shall be prepared as technical conference papers. Initial drafts of the papers are to be in single-column format – they will be converted into two-column format at the end of the process. ALL Figures and Tables are to be inserted into Tables. The papers shall be formatted by pasting the formats from the Style Sheet. Do NOT try to make the paper look like the Style Sheet format by directly formatting the paper yourself. The Final Draft and the Final Manuscript of the paper must be submitted in MSWord for Windows™ format in strict accordance with the format outlined in the IEEE / IAS PPIC STYLE OF PAPERS AND PAPER FORMAT. This style sheet is available at PPIC-Style-Sheet-rev-October-13-2022.docx (live.com).

Both the written material and your oral presentation must be free of all commercialism and must only be technical in nature. The author(s) may identify their company association only as part of the author's information on the top of first page of the technical paper and on the first slide of the visual presentation. Company names or logos or vendors brand names and logos or any other commercially recognized label or marking shall not appear anywhere else in the paper or in your presentation materials. Obvious displays of company names or logos in any manner during the presentation, such as on clothing, are not tolerated.

All IEEE official practices must be followed to ensure the quality of the papers and the quality of the formal presentation of your subject. More detail on the IEEE/IAS style for technical papers can also be found on the IEEE web site. The Technical Program Chair and the Executive Committee reserve the right to refuse any manuscript that does not meet the paper format or does not fulfill the intent of this conference.

Specific requirements and procedures for Pulp & Paper Industry Conference papers are fully outlined here to provide clear direction of the minimum requirements.

Your paper must start with an abstract. It should be one paragraph of no more than 100 words so that it can be printed in the conference records or used for advance publicity. The abstract should be a clear and concise summary of your paper topic and its conclusions. It should very briefly convey to the reader the purpose of the paper and the results or conclusions.

Final Manuscripts should be as short as the nature of the subject will permit without detracting from interest or omitting vital information. Papers should be no more than 10 pages. Papers up to a maximum length of 15 pages will be considered but they will be disqualified for publication in any additional way. The Executive Committee must approve any exceptions from the 10-page maximum, in advance.

The printed version will be distributed as the Conference Record. The papers will typically also be provided in electronic form (PDF) version of the Conference Record. The color formatting will be retained, as it was originally provided, on this media.

If the author presents material at the conference that is not included in the Final Manuscript submitted, the material must be made available by the author at his cost, in hard copy format, for distribution at the time of presentation. The local conference committee will not be responsible for any costs associated with the creation of these hard copies.

By submitting a technical paper, you and or your co-authors are committing to registering and to attend at least one day of the conference and will provide a technical presentation representing the technical content of the paper submitted.

THE SEQUENCE OF EVENTS FOR TECHNICAL PAPER CONSIDERATION AND COMPLETION

1. Committee Members suggest paper topics and potential authors at either the annual conference (June) or at the conference's mid-year Interim web meetings (formerly referred to as the Committee Interim Meeting held in October). Copies of at least an Abstract or Rough Draft of any potential paper topic should be provided at the Annual Meeting held in June. Rough drafts of the paper are required for submission by the mid-year web-based subcommittee meetings (Interim). At this time the paper topics will be assigned to a Sponsor. An Author cannot sponsor his or her own paper. If no sponsor is named, the Subcommittee Chair becomes the sponsor of your paper, by default.

2. At their mid-year Interim web meetings (October), the Subcommittees will make their final selection of paper topics for the coming year's conference. It is the responsibility of the <u>Author</u> and the <u>Sponsor</u> to determine if the paper has been previously presented or published and shall bring that information to the attention of the associated subcommittee chairperson. The associated subcommittee is then responsible for determining if the paper is suitable for publication and presentation at this conference.

3. The Author is directed to prepare the Rough Draft manuscript in accordance with the IEEE / IAS PPIC STYLE OF PAPERS AND PAPER FORMAT
    (Filename: *PPIC Style Sheet - rev October 13 2022.docx*)

4. Company names or logos or vendor's brand names and logos or any other commercially recognized labels or markings <u>shall not</u> appear anywhere in the paper including photographs or graphics.

5. The Technical Program Chair is to receive a report from the Subcommittee Chairs before the mid-year Interim web full committee meeting and the due date for the final manuscripts, giving present status of all papers and panels for which they are responsible.

6. The Subcommittee Chair assigns a technical review committee of minimum of three members, in good standing, for each paper. The Sponsor or the Subcommittee Chair will furnish each reviewer with a copy of the Rough Draft of the paper before or shortly after the Subcommittee mid-year Interim web meetings.

7. Within two weeks after the mid-year Interim web full committee meeting, each Subcommittee Chair furnishes a complete list of all active papers with Sponsors, Authors and Reviewers names to the Technical Program Chair and Secretary (author's complete mailing address, telephone number and email address are required at this time).

8. The Sponsor is responsible to ensure that all assigned paper reviewers receive a copy of the Rough Draft. The Sponsor is responsible to ensure that all reviews of the Rough Draft's formatting and technical content are returned to the Sponsor by the review due date.

9. The Sponsor will forward the review comments to the author and notify the Subcommittee Chair that the Rough Draft has been reviewed.

10. The Author will revise the Rough Draft manuscript utilizing the feedback provided by the reviewers. The revised document will be returned to the Sponsor for re-distribution to the reviewers (Final Draft).

11. The Sponsor will forward the Final Draft to the reviewers for final comments and input. The Sponsor will notify the Subcommittee Chair that the Final Draft is being reviewed.

12. The Sponsor will deliver all of the reviewers' comments back to the Author, regarding the Final Draft's formatting and technical content. This feedback should be used by the Author to create the <u>Final Manuscript</u>. The Final Manuscript should be no more than 10 pages in length.

13. The Author must prepare the Final Manuscript in accordance with the IEEE / IAS PPIC STYLE OF PAPERS AND PAPER FORMAT (Filename: *PPIC Style Sheet - rev October 13 2022.docx*). **The author must <u>not</u> number the pages.** Authors are directed to the Author/Presenter/Tutorial Resources tab at the permanent web site where the most recent copy of this Guide is kept and updated ([PPIC-Style-Sheet-rev-October-13-2022.docx (live.com)](live.com)). The Author will email one (1) electronic copy of the Final Manuscript to the Sponsor and to the Technical Program Chair.

14. Once the Technical Program Chair receives the Final Manuscript, shortly thereafter, the Author will receive an email invitation from the ScholarOne Manuscripts System. The Author shall submit the final manuscript of the paper into the ScholarOne Manuscripts in the same format as above. Authors must follow the instructions included with the ScholarOne Manuscripts System invitation including the completion of the copyright release form.

15. The Technical Program Chair develops the Technical Program schedule and will forward it to the Local Conference Chair. The Program Chair also sends a "Letter to the Authors" outlining the final conference schedule showing presentation times to each author.

16. The Technical Program Chair sends all of the manuscripts to the printer for the creation of the bound conference record. The bound records will be shipped directly to the Local Conference Chair.

17. ScholarOne Manuscripts will alert the Prize Paper Awards Committee members when each final manuscript has been submitted for review.

18. You will be required to make an oral presentation of your work at the Annual Conference. The Sponsor shall encourage all authors to register for and attend the conference. At least one author MUST BE pre-registered for the conference and one of the authors must be the presenter of the paper. **Note: All paper presenters, all new product presenters, and most tutorial instructors are required to register, at least for the day of presentation or tutorial. If an author cannot attend and present, the sponsor will make arrangements for a suitable substitute presenter.**

19. Within two weeks after the conference, the Awards Committee Chair furnishes a list of papers recommended for *IEEE Transactions on Industry Applications* publication along with the completed IAS review forms for each paper. The Awards Committee Chair will also make recommendations for publication in the *IEEE Industry Applications Magazine* to the editor. All papers will be reviewed and considered for re-publication. Please note that recent IEEE changes now require the paper to have "substantial changes" from the conference record paper before it can be eligible to be published. The Awards Committee Chair can help with/clarify the paper change process.

20. This procedure repeats each conference year.

DETAILS SURROUNDING THE PREPARATION OF YOUR PAPER

The Rough Draft:

The Rough Draft is the first version of your technical paper. It should include the abstract, have some structure and provide a skeleton of what your work will cover. You must send an electronic copy of your paper, in its preliminary or Rough Draft form, to the Sponsor for advance review as indicated in the timetable. It is highly likely that the subcommittee reviewers will suggest some appropriate revisions to the Rough Draft before you prepare the Final Draft. You are to create your Final Draft using this feedback.

The Final Draft:

The Final Draft is the final version of your technical paper which will be formally reviewed. It <u>MUST BE</u> written in a manner that meets all of the requirements outlined in the IEEE / IAS PPIC STYLE OF PAPERS AND PAPER FORMAT style document. You must send an electronic copy of your paper, in its Final Draft form, to the Sponsor for further review as indicated in the timetable. It is again possible that the assigned reviewers may suggest further minor changes in the paper before you prepare the final manuscript. There is also the possibility that your paper may be rejected by the reviewers.

Final Manuscript:

The Final Manuscript must be fully compliant with the IEEE / IAS PPIC STYLE OF PAPERS AND PAPER FORMAT style guide and be emailed to the Technical Program Chair and your Sponsor. If the file size is large (i.e. more than 6 MB), then the file should be uploaded onto the conference FTP site and followed up with an email notification to the Technical Program Chair. (Contact Technical Program Chair for Information about the FTP site). All papers presented at the Conference will be bound and published as part of the conference record. **The author must <u>not</u> number the pages.** The Technical Program Chair will number the pages of all papers as a group. He will then send a soft and hard copy of the grouped numbered papers to the printer. An electronic copy of all papers will also be included on in electronic format distributed at the Annual Conference.

The Technical Program Chair's initial contact with you during paper preparation is the "Invitation to Submit a Paper" email generated by ScholarOne Manuscripts, the system utilized by PPIC to evaluate and track a paper.

> **Note:** An attachment included in the ScholarOne Manuscripts' invitation is entitled "Submitting Papers to ScholarOne Manuscripts". Please reference this document for step-by-step instructions for the submittal.
>
> In Step 1 of these instructions is included the following statement: *'…At the bottom of the page, you are asked if you want to release the manuscript for immediate peer review…"* Normally, the answer to this question would be "Yes"**,** however this does not apply to this conference. The Pulp & Paper Industry Committee peer review process is used to review your paper. Therefore, you should respond to this question with a "**No"** response**.**

Conference Presentation:

You must attend the Author's Breakfast the morning of the day that the oral presentation of your paper is scheduled. Please review the conference schedule for the date, time and location for the Author's Breakfast and for the time assigned for your presentation. The tentative conference schedule will be communicated to you one or two weeks prior to the conference. The final Technical Program schedule will be available at the time that you pick up your registration packet at the conference.

Your <u>oral</u> presentation must be free of all commercialism and must only be technical in nature. The author(s) may identify their company association only on the first slide of the visual presentation.

Company names or logos or vendor's brand names and logos or any other commercially recognized labels or markings shall not appear anywhere in the paper, in photographs or graphics, or anywhere in the presentation. The technical program session moderator and the IEEE PPIC Executive reserve the right to withdraw the presenter at any time if the oral presentation or visual presentation is in violation of any one of these requirements. The sponsor and subcommittee chairpersons are also responsible to ensure these policies are enforced during the preparation of the manuscript and visual presentation materials.

The visual portion of the presentation (PowerPoint®) must be provided to the Sponsor, Technical Program Chair and the Audio-Visual Coordinator for review as indicated in the timetable. Your presentation will be reviewed and transferred to a conference computer at that time. Although discouraged, any changes made after submitting your presentation must be provided to the Audio-Visual Coordinator at the Author's Breakfast the morning of the day of your scheduled presentation. The presentation material is to be used in making the presentation only and will not to be shared for any other purpose unless permission is granted by the author.

Your oral presentation should be from brief notes rather than from reading the manuscript. Regardless of the length of the written manuscript, the oral presentation should be condensed so that it can be completed within the allotted presentation time. The exact length of the oral presentation will be determined when the final conference schedule is established. Normally the oral presentation will be limited to approximately 20-25 minutes. A short question and answer period will follow the presentation.

<u>Obvious displays of company names or logos in any manner during the oral presentation, such as on clothing, are not tolerated and will disqualify the paper from any further consideration.</u>

Final Paper Reviews:

ScholarOne Manuscripts is the computer-based process used as the basis for submitting your technical paper to the Paper Review Committee for a final review and grading. Some papers may be selected for conference awards and/or selected for re-publication in other IEEE media. The details surrounding this selection process are defined in the following section, **Publication Policies and Regulations**.

The final review process of the paper is subdivided into two key areas: Value of the Paper and Technical Writing. In the 'Value of the Paper' area, the reviewers will be judging the subject matter in relationship to its value to an industrial audience. It will be reviewed to determine if it makes a significant contribution to the technical understanding or application of the topic and the communication of your understanding of the topic. Your paper will also be reviewed for its presentation of new information that should be archived for future reference.

From the 'Technical Writing' perspective, the paper's flow and organization will be reviewed along with the clean and concise manner of which the material is provided. Illustrations and tables need to be clear, concise, labeled and referenced within the body of the paper.

Your oral presentation will also be scored by the reviewers from each subcommittee in the audience. The combination of all reviewer's input will be used for final prize paper selections along with suggested republication streams for some papers.

PLAGIARISM POLICIES

The key message regarding plagiarism is simple – <u>do not do it</u>. The IEEE ScholarOne system is now equipped with a plagiarism detection system which will rank the level of plagiarism within your paper. If the ranking is too high you will be contacted regarding the subsequent steps. Your paper may be withdrawn. Here are a few guidelines that may be helpful:

1. If the paper includes thoughts that are attributable to others, always make sure the original authors receive full credit for their work.
2. When quoting or paraphrasing the words of others, make certain that readers can easily and unequivocally know where the author's original words stop and the other person's words begin. Quotation marks, offset paragraphs, italic print, a different font or font color, or setting up the quoted material as a sidebar can help the reader understand that the material has been quoted from other sources. And if formatting tricks aren't good enough, there is nothing wrong with simply saying that "the following material was extracted verbatim from - - -"
3. If the material being quoted is lengthy, it may be appropriate to contact the authors of the source document to request their permission to reprint that material. Including a note that material has been "reprinted by permission" makes it unequivocally clear that others are being quoted.
4. Tables and figures may not be copied without specific, written permission from the original authors. Note that requesting permission to reprint is both a legal requirement and a matter of professional courtesy.
5. Always ask whether verbatim quotations are actually necessary. In many instances, it is perfectly acceptable to identify references that complement the discussion in the paper, and then refer readers to those documents for further information. That approach is completely benign with respect to plagiarism.

IEEE will not publish papers that are known to contain plagiarized material. Authors who are found to have engaged in plagiarism can be subject to severe sanctions, including loss of the privilege of participating in the IEEE publication process.

PUBLICATION POLICIES AND REGULATIONS

It is the desire of the Pulp & Paper Industry Conference to submit some of the technical papers from this conference for additional consideration for re-publication in the IEEE IAS Transactions or the IEEE Industry Applications Magazine. An IEEE Transactions paper is one judged to have sufficient permanent reference value to merit publication in the Institute's official IAS Transactions as a result of the formal technical review procedure. All papers will be considered as candidates for Transactions status but not all papers will be submitted. Some papers presented at the conference may have been previously published or submitted for publication. It is the responsibility of the author to indicate this when submitting the paper into ScholarOne Manuscripts to bring this to the attention of the Awards Chairman. Those papers selected will have to be rewritten in IAS Transactions paper style and re-submitted at a later date for printing as a part of the world's permanent record of electrical engineering. Please note that recent IEEE changes now require the paper to have "substantial changes" from the conference record paper before it can be eligible to be published. The Awards Committee Chair can help with/clarify the paper change process.

Papers are also considered for publication in the <u>IEEE Industry Applications Magazine</u>. Those selected will be edited and reformatted to conform to the magazine's requirements. Please note that recent IEEE changes now require the paper to have "substantial changes" from the conference record paper before it can be eligible to be published. The Awards Committee Chair can help with/clarify the paper change process.

Before the annual PPIC Conference, Awards Committee Members from each operating subcommittee are selected to judge the quality, value and applicability of all conference papers. Each reviewer completes a ScholarOne Manuscripts Review Form. The paper scores are averaged amongst all members and scores are used as a basis in determining which papers are submitted to the IAS for publication in <u>IAS Transactions</u> or <u>IEEE Industry Applications Magazine</u>. Every author interested in having his or her paper published is encouraged to review this information, in order to gain a clear understanding of the selection criterion.

The papers to be presented at the Pulp & Paper Industry Conference become the property of the IEEE Pulp & Paper Industry Committee and fall into one of the following three classifications. <u>The author must not release the paper for publication to any other group or media.</u>

1.   <u>Papers recommended for Transactions Review</u>

    The Awards Committee Chair will submit those papers recommended for publication to the IAS Transactions editor for consideration.

    Papers recommended should be specific to the industry in nature or involve a technical or technology issue facing the industry.

2.   <u>Papers recommended for IEEE Industry Applications Magazine</u>

    The Awards Committee Chair will submit those papers recommended for publication to the <u>Industry Applications Magazine</u> editor for consideration.

    Papers recommended should be either of a general nature (applicable to more than one interest group) or new and/or novel in nature.

3.   <u>Papers Not Covered by Categories 1 or 2</u>

    All conference papers will be submitted to the IEEE and become part of the IEEE Explore on-line database, accessible to all IAS members worldwide. In addition, the Publicity Chair may release these papers to trade publications.

The Awards Committee Chair will inform authors if and when their papers are accepted for publication by any media.

HOW TO PREPARE YOUR MATERIAL FOR PRESENTATION

It is the policy of the IEEE Pulp & Paper Industry Committee that all visual presentations are carried out via PC-direct video presentations (PowerPoint® Office 2007 or higher). PC-direct video presentations such as Microsoft PowerPoint® generally consist of a series of "slides." Your slides present a visual assistance to the speaker in emphasizing given points to the audience. However, poorly prepared slides or an ineffective use of the visual materials detracts from the presentation of the subject matter. These presentations will be made in a large convention style room, thus slide clarity and readability should be considered.

1. The PowerPoint® slide should contain the paper title and the author(s) name and include their title and employer's company name. The company's logo is permitted on the first slide only.

2. All subsequence slides will **NOT** contain any company names or logos or vendor's brand names and logos or any other commercially recognized labeling. All slides, other than the first slide, shall contain NO commercial content of any kind!

3. Each slide should be used to illustrate only one or two points. Excessive data or curves should be avoided.

4. Minimize written data on slides. Your audience has difficulty reading and listening simultaneously.

5. Graphics and drawings need to be large enough and clear enough to be easily visible in a large conference room setting.

6. No commercial content is allowed.

7. Your presentation will be loaded on a common conference PC. You will NOT be using your own computer for the presentation of your subject.

FACILITIES AVAILABLE FOR PRESENTATION

Any presentations using video presentation software other than PowerPoint® must be provided, at no cost to the committee or the local conference, at least two (2) weeks before the start date of the conference. This time is to allow sufficient time to download any programs or drivers and to validate their operation and compliance. Only software compatible with Microsoft Windows™ Operating Systems is supported.

Presentations should be provided via email 10 days prior to the start of the conference. Alternatively, other media, such as DVD or USB memory devices, should be couriered to arrive 10 days prior to the start of the conference.

The following facilities are available for presentation:

1. Podium, podium light and pointer.

2. Screen with projection facilities for PC direct video projection equipment using PowerPoint®.

3. Presentation review can take place before or after the preceding day sessions, depending on availability of AV equipment and crews.

4. Public address system with podium mike and/or lapel mike.

5. A common presentation PC running a Windows based operating system.

Authors requiring special facilities should advise the Program Chair at least 60 days prior to the Conference. Otherwise, the Conference Committee provides no other facilities than stated above. The Local Conference Committee reserves the right to reject any special facilities requests.

If you have any question about this guide or about the IEEE / IAS Pulp & Paper Industry Conference or the Pulp & Paper Industry Committee please contact:

PPIC Technical Program Chair

IEEE PULP & PAPER INDUSTRY EXECUTIVE COMMITTEE

(Sponsor of the IEEE PULP & PAPER INDUSTRY CONFERENCE)

[Executive Committee Contacts](#)

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Committee Chair
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├─────────────── Vice Chair/Technical Program Chair
│                         │
│         Drives & Control ──── Process Control,
│         Subcommittee (DCS)    Engineering, Maintenance
│                               & Construction (PCEMC)
│                         │
│         Power Distribution ── Safety & Training
│         Subcommittee (PDS)    Subcommittee (S&T)
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└─────────────── Committee Secretary/Treasurer
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