

# 2012 ISA Water/Wastewater and Automatic Controls Symposium



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## GENERAL GUIDELINES FOR ISA TECHNICAL PRESENTATIONS, PAPERS AND POSTERS

- English is the official language for all papers, presentations, and posters at the symposium.
- Content should be original and not of a libelous and defaming nature to any person or company.
- Content cannot be commercial in nature and cannot represent a sales pitch for a product, service, or company. Please remember that your colleagues are interested in your technical-based solutions to industrial problems. Identification of an author's affiliation in the title and one mention of a trade name or trademark in the body of the paper or presentation typically are acceptable. (However, if you want to also promote your products or services at the symposium, have you considered also being an exhibitor or sponsor? Contact us for more information.)
- Whenever possible, please use ISA Standards and ISA's Automation Dictionary for consistency with other ISA publications.
- For technical papers, please limit your length to 12 pages (6-12 pages), including figures and tables, so that your peers will have time to read it.
- For technical papers, use MS Word® to prepare your paper and include your title, author information, keywords, abstract, introduction, other headings as needed, and references. Insert tables and figures within the paper near their reference whenever possible. Please follow the format guide and/or paper template that is available on the symposium website.
- For papers and presentations always make sure to always include a summary or conclusion at the end. Then your audience will know what the important “take away points” are.
- Presentations must use the MS PowerPoint® template available on the symposium website.
- Please provide a brief (25-50 words) biography for use by your session chair to introduce you.
- A typical presentation is 30 minutes, followed by about 10 minutes for questions. Please be sensitive to the time and help your session stay on schedule.
- Please remember to be prepared, understand your audience, and customize your presentation to their interests. Tell them what you will be speaking about, then speak about it, and then summarize.
- Pay attention to your audience and their reactions to see if they are following along or need to have something reiterated or clarified.