

Author's Guidelines for the preparation of papers for GPA Europe Meetings and Conferences

First of all, thank-you for agreeing to present a paper at GPA Europe's conference. GPA Europe relies heavily on the provision of papers and presentations by our speakers and we hope that you will find the attached notes useful to you in preparing and presenting your work.

These notes are divided into four sections, discussing:

- GPA Europe Requirements
- Paper Preparation
- Presentation Preparation
- Authorities and Permissions

We would request that you adhere to the content as far as possible so that we can maintain a "house style", but if you have any questions or issues, please do not hesitate to contact GPA Europe Administration office as soon as possible.

GPA EUROPE REQUIREMENTS

We are endeavoring to present all our papers in the same format for each meeting, so can we request that you follow the guidelines below to help us maintain a "house style". The papers submitted each year will initially be distributed in paper form as pre-prints for the meeting and then uploaded onto the GPAE website after the event for our members to download. Non-members are also able to download copies of the papers subject to a fee to cover GPA Europe's costs. In submitting your paper you confirm your agreement to this and you are therefore recommended to be clear if there is any information that you would rather not be shown in the public domain. You also agree to share the copyright in the paper with the GPA Europe Ltd.

You will have been advised of the timing for submission of your paper and the presentation you plan to make. Please make every endeavor to maintain this programme as it is important that we are able to provide the copy to our printer in time to have pre-prints available for the conference.

PAPER PRESENTATION

To provide satisfactory copy for printing and copying please follow these guidelines. In that way you will hopefully avoid having to resubmit material.

You are asked to produce your paper in Microsoft WORD format. GPA Europe will convert the WORD document to a non-editable pdf format. Submissions in set on Letter or other sizes will be converted by GPA Europe to be capable of printing on A4 paper. Our printers will then use Acrobat Exchange which allows several PDF documents originating from any number of applications to be combined into one "paper" for our binders. The final PDF we generate will be exactly as your paper appears in both printed and electronic format on the website. If you wish to view a copy please advise the Administration Office.

Please submit your WORD document either as an email attachment or on a CD to the GPA Europe Administration Office in advance of the deadline for submission. If sending by CD, please label the disk with the title of your paper, your name and your organisation.

In order that all the papers have a similar "house style" please use 10 point Arial with single-spacing and fully justified for the text. Major headers should be in **14 point bold** and sub headers should be **12 point bold**.

Your first page should contain only the title, author(s), and abstract. The abstract should be an informative, self-explanatory summary of the paper. It should not be an introduction, a verbatim repetition of the conclusions, or a general indication of what will be discussed in the paper and preferably, it should not exceed 150 words. The abstract will be copied to provide a description of the paper when it is loaded on to our website.

At the top of the page following the abstract, repeat the title. Leave 2 blank lines and type your first major heading.

Abbreviations

If you plan to use abbreviations in your text, please spell out the phrase completely the first time that it is used and place the abbreviation in parentheses. For example: barrels per day (BPD).

Equations

Consecutively number all equations given in your paper, and align right the number as shown below:

$$Q = m * CP * (T2- Ti) (1)$$

Photographs

Compact colour photographs are welcome as part of your paper. If your word processor allows, you will get the best results by embedding the drawings or photographs into the document. Please be aware of the excessively large file sizes that can result from use of photos. A quarter page 300 dpi maximum picture size is usually sufficient, if possible use JPEG image formats rather than BMP bitmaps.

Charts and Tables

Ideally all your charts and tables should be generated in Acrobat from electronic originals in a spreadsheet or other application and embedded into the original WORD document. The tables should be clear and reproducible. Avoid scanning wherever possible as this usually results in a loss of resolution. If you must scan an original then please follow the guidelines for Photographs with regard to files sizes etc.

Avoid heavy solids or graphics with dark backgrounds. Coloured graphs etc. are acceptable. Simple line drawings or graphics should be used for maximum reproducibility.

Number figures and tables consecutively, referring to them in the text as Figure 1, Figure 2, etc., and Table A, Table B, etc. Type figure captions below the drawing or photo. Cite all figures and tables in the text and insert them as soon as possible after they are mentioned, either within the text, below a paragraph, or on a following page.

Centre figures and tables of less than half a page width within the side margins. You can insert figures and tables within the text, or you can place one or more figures and/or tables on a separate page - provided you have cited them in the text on the previous page. If a table is large enough to occupy more than one page, the caption for each part of the table should read "Table A, Part 1," etc.

Acknowledgements

Acknowledgements should appear at the end of the text, before References Cited.

References Cited

List the references for your paper in the order in which they are cited within your text, and assign consecutive numbers to each listing. Make sure that every reference number cited in the text is enclosed in brackets [1] and matches the number assigned in the REFERENCES CITED listed. Examples of references are given below:

1. Clingman, W.H. and Pease, R.N., "Critical Considerations in the Measurement of Bunu'ng Velocities," J. Amer. Chem. Soc. 78, 1775-80, May 5, 1956
2. "An Evaluation of CNG in Fleet Vehicles," Transportation Update 3, No. 1 1, 7-9, September 1992

If you have any questions when preparing your paper, please contact us.

Proof read your paper carefully!

PRESENTATION

Presentations are to be in Microsoft POWERPOINT and provided to GPA Europe in accordance with our programme and in advance of your presentation so that we can load it on to our computer. This eliminates changing PC's and connections between papers. We can accommodate last minute changes to the presentation, but please make the Administrator aware of the need for changes, prior to your session, so that the changes can be incorporated into the main presentation set.

Please consider the following recommendations and comments. They will not only help you to improve your own presentation with that professional touch but also make your paper enjoyable and interesting to the audience.

Timing

We normally allow 20-25 minutes plus 5-10 minutes for Q&A per speaker with two or three papers being presented in succession. This will then be followed by a question and answer session which will normally be limited to 10 minutes.

In certain circumstances you may be allowed longer for your talk so please be prepared to be flexible. We do not recommend that you take questions as you present your paper as this will make control of the timing very difficult. The session chairman will advise you, when you have 5 minutes left on your presentation, and you will be asked to finish after 25 minutes.

Presentation Content

The GPAE is a forum for the exchange of technical information in the Gas Processing Industry and not a means of advertising your company or its products. We therefore restrict the mentioning of your affiliation to the minimum and do not allow repeated reference to your Company's ability to provide a service or product at the expense of your competitors, many of who may be members of the GPA Europe and in the audience.

Should the Chairman feel that you are not adhering to this guideline or that you are attempting to "rubbish" a competitor during your presentation you will be asked to modify your approach or terminate your talk immediately. Please avoid any potential embarrassment to you or your company and restrict your presentation to technical matters and not commercial.

Slide Content

Poor slides will and do ruin a presentation. Slides must be quickly and easily read by the entire audience. They must have simplicity, clarity and contrast. It is imperative that slides be designed carefully. Suggestions are:

IMPORTANT POINTS TO REMEMBER

- Limit each slide to one main idea and leave adequate spaces between lines of text
- Your audience will be unable to take in a mass of information quickly from a single slide. Instead, present only a limited amount of information on each of several slides. The following list shows the maximum recommended number of words, numbers and lines that can satisfactorily be used on a slide:

Item	Maximum Number
Graph lines or curves	3 preferred; 4 absolute maximum
	<i>Note: If the curves are of contrasting brilliant colours this can be doubled if line designations are simple</i>
Lines of words	7 (including title line)
Number of words	20
Numbers (best in columns)	12 (if no more than 3 significant integers per number)
	25 (no more than 2 significant integers per number and provided natural groupings)
Bars in bar charts	7 single; 5 double, provided the two bars in a pair have major contrast
Grid lines	4 in short dimension; 6 in long dimension

- Flow and apparatus diagrams are especially prone to overcrowding. Such slides should present only the bare essentials or, if detail must be shown, should show only a small section of the whole
- Use several simple slides rather than one complicated one. Do not get carried away with slides merging, fading in or flying around the screen with sound effects. Keep colours and graph patterns simple. Remember you are presenting a technical paper not performing a light and sound laser show
- Use duplicate slides if you need to refer to one slide several times in your talk. It is difficult to shuffle back through your pile of slides to find it again
- Get someone else to run through your slides presentation whilst you watch them. Can you read them all? Do they all make sense?
- Number all slides in the lower left corner such that it reads correctly on projection
- If you feel more comfortable then get someone else to do your slide changes for you. This will leave you free to concentrate on your actual talk
- A remote slide-changer with a laser pointer will be provided by GPA Europe which you can use to indicate things on your slides
- We will provide you with a lapel microphone which we find most speakers prefer as it allows them the latitude to move away from the lectern during the presentation if they desire
- Please bring a copy file on a memory stick as a back-up
- We do not recommend you taking questions as you talk as this makes time keeping a real difficulty
- And finally, remember the presentation you saw last year with the speaker who had his back to the audience some of the time, mumbled into his top pocket for the rest of the talk?

Well, don't let this be you!

AUTHORITIES AND PERMISSIONS

Please ensure that you have all authorities and permissions from third parties, particularly with regards to use of copyrighted material or material that may be considered confidential. Where third party material is used it should be specifically cited within the paper and the presentation.

GPA Europe is happy for papers and presentations made for the first time to GPA Europe conferences to be presented elsewhere, but requests that full acknowledgment of the publication at GPA Europe conferences is included in any future presentation or publication.

The work is the independent work of the author and GPA Europe bears no responsibility for content or conclusions drawn from the content or for the use that content may be put.