

## **Ethylene Producers' Committee**

### **Expectations for Authoring Papers for Presentation at the Conference**

Thank you for your interest in presenting at the Ethylene Producers' Conference. Please be aware of the following expectations for your paper and presentation. These expectations have been established to maintain a high standard for the conference.

#### General Expectations

1. Papers and presentations must offer technical information of benefit & interest to the ethylene manufacturing community. Marketing / commercial presentations are not appropriate. When papers are prepared by authors associated with companies that do not manufacture ethylene, we strongly encourage them to involve a manufacturing company as a co-author.
2. When you submit your abstract you are giving permission to publish your final paper and/or presentation in the conference proceedings and/or the EPC website. If you cannot give permission to publish your paper cannot be considered.
3. Confirm that your company will give permission to publish and present your topic before submitting the abstract. Your paper may be chosen over other quality papers. If it is pulled later this prevented another paper from being presented. We are not asking for company approval of your final paper at this time. We are asking for agreement that you can present and publish this topic.
4. Plan ahead when preparing the final paper! The approval process for the final paper in many companies can take a month or more. If you do not submit the paper to the session chair by the deadline you will not be allowed to present.
5. AIChE frequently requests permission to record EPC sessions for sharing with AIChE members over the AIChE website. EPC encourages authors to consider granting AIChE the permission to record. We suggest that you confirm your company's willingness to allow recording as you work through your company's internal approval process for the paper.
6. Papers and presentations must not be labeled "Confidential", "Proprietary", or "Private." Papers are presented in a public forum, and the papers will be made available on the AIChE and EPC websites.
7. Meet the deadlines given to you by the session chair. These deadlines may differ from the deadlines given by the AIChE.

#### Expectations for Paper Sessions:

1. A paper is required to be written and published.
2. A PowerPoint presentation is required to be given at the conference. The presentation must be given to the session chair prior to the conference. This presentation will be published on the EPC website along with the paper.

#### Expectations for Tutorial Sessions

1. The session chair will tell you if a paper is required to be written and published.
2. A Power Point presentation is required to be given at the conference. The presentation must be given to the session chair prior to the conference. This presentation will be published on the EPC website.

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3. If there is no paper and only a PowerPoint presentation is to be used, then this presentation must be given to the session chair at the paper deadline for inclusion in the conference proceedings. The EPC understands that there may be minor changes in the presentation after this date.

**Expectations for Round Table Sessions**

1. The session chair will inform you of any paper or presentation requirements.
2. If a paper is given the final version must be submitted by the deadline for inclusion in the conference proceedings.
3. If a presentation is given this must be submitted to the session chair prior to the conference for inclusion on the EPC website.