

## Ethylene Producers' Committee Guide for Session Chairs

### General

1. **Permission to publish is required of all authors**, regardless if they are just giving a presentation (with exception of Keynote address). If permission to publish is not given, the author will not be allowed to present at the conference. NOTE: Starting in 2016 (for 2017 conference), AIChE will send the permission to publish and permission to record request to the author in the same e-mail (acceptance letter). This will occur after session chairs have finalized the session line-up in early December. Communicate to authors that while permission to publish is required, permission to record is optional, and will be up to the individual author or their respective company.  
**If you as Session Chair uploads an author's paper you must have an e-mail from the author stating it is okay to do so (see EPC's "Permission to Publish (PTP)" guideline). All consolidated PTP emails should be sent to email account [ethyleneproducerscommittee@gmail.com](mailto:ethyleneproducerscommittee@gmail.com)**
2. The mission of the EPC is to promote sharing on non-confidential information related to ethylene production. This is done via the presentation, tutorials, and round tables given in the annual conference (part of AIChE Spring Meeting), the conference proceedings, and the EPC website. This guide is established to help you and the authors understand what is required to be presented and published so that we can meet our mission.
3. Note timing recommendations provided in table on next page.
4. Remind Speakers (those presenting) that they will need to register for the conference (either full meeting or one day). This requirement is in the "Author Expectations" document as well.
5. The author is giving permission to publish when the abstract is submitted. Please make sure they are aware of this. Their paper and/or presentation will be published in the AIChE conference proceedings and on the EPC website.
6. Deadlines are important, but quality technical content and relationship with authors is more important. Encourage and support authors with the objective of delivering a valuable technical session and interest in authoring another paper in the future. Remind authors about securing permission to publish.
7. Maintain an open dialog with the EPC Program Chair as your session develops. If you have issues or changes, ask for help and try to avoid last minute surprises.

### Paper Sessions

1. A paper is required.
2. A PowerPoint presentation is required to be given at the conference. The final version of the presentation must be given to you prior to the conference.

### Keynote Address or Business/Strategy Session

1. A paper is not required.
2. A PowerPoint presentation is required to be given at the conference. If the speaker gives permission, the presentation will be published on the EPC website. **For Business/Strategy Sessions, the presentation will be published on the EPC website and speakers should be encouraged to add notes.**

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### Tutorial Sessions

1. A paper is not required, but if written it will be published.
2. A PowerPoint presentation is required to be given at the conference. If a paper is not written, the presentation must be given to you by the paper submission deadline to be included in the conference proceedings, otherwise the same timing as for paper sessions should be followed. **The presentation must include adequate notes that allow the future users of EPC library to understand the slide contents.**

### Round Table Sessions

1. Neither a paper nor a presentation is required.
2. If a paper is given the final version must be submitted by the deadline for publication.
3. If a presentation is given this must be submitted to the session chair prior to the conference for publication.

### Exceptions

The Ethylene Producers' Committee may at its discretion grant an exception to an author from the above requirements. The session chair seeking an exception should contact the Program Chair to request the exception. The Program Chair after consultation with the EPC Chair and Vice Chair may grant or deny the exception.

### Timing for Sending Guidance Documents for (Potential) Authors

Document	Timing
"Author Expectations for Paper Submission to the EPC"	When you ask for an abstract
"Format Guidelines for EPC Papers"	By abstract submission deadline (usually late October)
"Format Guidelines for EPC Presentations"	By abstract submission deadline (usually late October)
<b>NOTE: The AIChE deadline "Call for Papers Closes", which is the abstract submission deadline, is important and every attempt should be made to meet this deadline. The abstracts submitted are used to build the sessions for the program "go live" date. Uploading abstracts after this date requires the Program Chair / AIChE help and should be avoided.</b>	
Permission to Publish - <i>if author will not be the one uploading paper to Confex-</i> (via e-mail, copy blue text from "Permission to Publish". Note the recipients that should be in the author's return e-mail)	When AIChE opens registration for Spring Meeting (usually early December)

All of the above documents can be found on [www.aiche.org/epc](http://www.aiche.org/epc).

### Confidentiality Statements in Papers/Presentations

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It is mentioned in both the paper and presentation guideline documents, but is a good idea to mention explicitly (perhaps in e-mail including the format guideline files) that statements of confidentiality (i.e. Confidential, Proprietary, Private, etc.) should not be included anywhere in the papers or presentations.

### File Naming

Once you have the papers and associated presentations you should name the files according to the paper number per the AIChE session. **NOTE: The paper number is NOT the six-digit Confex ID. It is a one to three digit number (depending on the overall number of sessions) plus a letter (lower case) that gives the order of the paper in the session. The session numbers will be provided by AIChE to the Program Chair.** (Note: AIChE may change the final Session Numbers closer to the conference. Session Chairs to ensure that papers and file naming has the latest numbers) *The Word document and PowerPoint files should have exactly the same name. See example below.*

*39c-Flare System Inspections for Olefins Facilities.docx*  
*39c-Flare System Inspections for Olefins Facilities.pptx*

**Session chairs will load papers, presentations and "permission to publish" in Box.com. Program Chair (in coordination with AIChE) will provide access/instructions for Box.com.**

AIChE/"AV Contractor" will have a speaker ready room set up where presenters can review their presentations before going to the session room.