

Ethylene Producers' Committee

Best Practices for Upload of Conference Proceedings

NOTE: These "instructions" are intended to help the EPC Program Chair in fulfilling their required duties with regard to uploading of the conference proceedings. This should be considered an evergreen document. Each successive Program Chair and/or KM subcommittee member should add their relevant experiences and advice.

Remind Session Chairs/Co-Chairs to Provide Presentations and Papers

Timing: 4-6 weeks prior to AIChE deadline for paper upload

Remind the Session Chairs/Co-Chairs that you need them to bring both the presentations and papers to the conference. During successive years (from 2014) this will become standard practice, and you may need to remind less often, but there may be a new Session Chair or Co-Chair who has not heard it before. The purpose of collecting both (previously we just had presentations) is to bypass the need to Omnipress to work with Confex to obtain the papers and match them to the presentations. This was the primary source of error in the upload.

Review of Presentations for "Confidentiality" Statements

Timing: At conference, prior to start of each session

Typically the Session Chairs will ask the presenters to come to the session room 30-45 minutes prior to the start of the session to run through their slides to make sure they are as expected and to familiarize themselves with the A/V equipment. This is also a good time to check the slides for statements of confidentiality (i.e. Confidential, Proprietary, Private, etc.). The presenter can correct issues immediately if they are present.

The Program Chair will assign members of the Knowledge Management subcommittee to review the presentations in the "co-current" session if there is more than one session in a given time slot. This assignment should be agreed to prior to the conference.

Collection of Presentations/Papers at Conference

Timing: At conference, prior to start of each session

The EPC Program Chair should collect (on a USB drive) all of the final presentations and papers at the conference. Create a separate folder per session. A great time to do this is prior to the start of each session. Presentations and papers should be named consistently according to the convention described in the "EPC Guide for Session Chairs" document (repeated below).

39c-Flare System Inspections for Olefins Facilities.docx

39c-Flare System Inspections for Olefins Facilities.pptx

The EPC Program Chair and the Knowledge Management sub-committee will then organize the presentations/papers for upload to the EPC website. The goal is to have the upload complete in no more than eight weeks following the conference. NOTE: Involvement of the Knowledge Management sub-committee is part of their charter starting in 2014.

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A member of the Knowledge Management subcommittee (designated by the KM chair) will pick up the USB containing the collected papers and presentations from the Program Chair prior to departing from the conference.

Upload of Papers and Presentations to Omnipress ftp Site

Timing: As soon after conference as able, assuming that there are not huge gaps in availability of papers. Target is to have proceedings "live" on Omnipress site 8 weeks after conference.

The contract with Omnipress will be completed prior to the conference and the instructions for uploading to their ftp site will be available. The KM chair will assign one point of contact (a KM subcommittee member) to communicate with Omnipress on the upload and any subsequent changes. The upload process is straightforward and will not take more than 30 minutes with a solid internet connection.

In addition to the upload of the papers, an additional document should be prepared and uploaded that contains session title, session chair, paper title, and paper authors. The last three pages of this document give an example. This document is necessary to allow Omnipress to bypass Confex, which will eliminate presentation to paper "match up" errors.

Omnipress will create a "proof" site to allow review of what they transferred from the ftp site. The KM chair will assign responsibilities to KM subcommittee members for reviewing the proof site for any errors. Any errors will be communicated to Omnipress by the KM chair appointed single point of contact.

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**AICHE Spring National Meeting
March 30 – April 3, 2014
New Orleans, Louisiana**

Session	Title	Chair
3	Ethylene Plant General Environmental Session	Walter S. Postula
6	Reliability and Operability of Rotating Equipment in Ethylene Plants	Michael Sicker
36	Ethylene Plant Feedstock Impurities	Mark Brayden
37	Equipment Technology for World Scale Ethylene Plants	Michael Sicker
55	Ethylene Plant Furnace Tutorial	Trobie H. Thompson
56	Ethylene Plant Process Control Session	James E. Hackney
94	General Fundamentals Session	Jack H. Buehler
95	Maintenance & Reliability Considerations for Improving Furnace Efficiency and Operability	Trobie H. Thompson
113	Ethylene Unit Safety Session	Rick Swain
150	Ethylene Plant Safety/Technology Joint Session – Low Temperature Embrittlement Tutorial	Rick Swain
152	Ethylene Plant General Operations Session	Carl Harry

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Paper#	Author(s)
3a	Ron Crum
3b	Jonathan Barnes
3c	Leslie Fifita
3d	Lorraine Gershman
6a	Arun Menon and Dave Adams
6b	Alan Vitalis
6c	Samuel Blaser and Robert Felton
6d	James B. Hannon, Schadrick Collins, and Robert T. Felton
36a	Morgan Stante, Tim Giese, Stuart Morrow, Yost Kieboom, Kaisa Nadeau, Steve Chistner, and Vasily Simanzhenkov
36b	James O. Robinson
36c	Hua Mo and David Dixon
36d	Debby Rossana and Jessica M. Hancock
36e	Grace Kim and Morgan Stante
37a	Daniel Jones and Takashi Niiyama
37b	Gabriele Mariotti and Alberto Scotti Del Greco
37c	Krishnan Narayanan and Sterling Schmutz
55a	Trobie Thompson
55b	Brian K. Sullivan
55c	Michael Pelton
55d	Mark Karrs
56a	Yong Yiu, Timothy Zygula, and Stan Ruth
56b	Ziyuan Wang and Qiang Xu
56c	James Beall and Patrick Truesdale
56d	Suryo Widyanto, Wisni Rahayu, Supriyanto Suparno, Arturo Cervantes, and Bhieng Tjoa
56e	Michael Baldea
94a	Dennis W. McCullough
94b	Ryusuke Miyazaki, Yoshikazu Takamatsu, and Jean-Paul Laugier
94c	Frederick M. Mako, Edward j. Cruz, Yong Lai Tian, and Joe Schilling
94d	Marco W.M. Van Goethem, Guotai Zhang, and Joel Guillaume
94e	C.M. Schietekat, P.A. Reyniers, S.A. Sarris, K.M. Van Geem, G.B. Marin, L. Kool, W. Peng, P. Lucas, S. Wang,

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	Y. Gu, and H. Zhou
94f	Kyle Mankin, Manisha Jain, and Tim McGuirk
95a	Shailendra Inamdar and Robert Stegemann
95b	David J. Oulton
95c	Malcom Peirson
95e	Rüdiger Klein, Marco Knödler, and Marcel Schade
95f	Neil Davies and Carl Matherne
113a	Christoph Breilkopf
113b	Frank E. Irving
113c	G.M. Jones and R.D. Swain
113d	Steve Coleman
113e	John Burgess
113f	Werner A.M. Verdurmen
150a	Craig R. Thompson and Michael W. Korst
150b	Ralph E. King
152a	Manzoor Khan, Jennifer L. Nill, and Joseph Bergmeister
152b	Alejandra Garcia, Marcus Hatch, and Denise Karstensen
152c	Claire L. Cagnolatti
152d	Jason King
152e	Chris Du Bois
152f	Dietlinde Jakobi and Jörg Weigandt