# Abstract Submission Worksheet

Below are the fields on the online abstract submission form. You may wish to use this as a working document and then copy and paste them into the form. In that way if there is any internet disruption you will not lose your work. Once you submit your abstract online, you cannot change it.

****Main Presenter Information****

**\*** **Email**

**\* First Name**

**\* Last Name**

**\* Job Title**

**\* Employer**

**\* Phone and Extension-Phone
\* City**

****Type of Qualifications**\***

(Choose one)

[ ]  **Trade / Technician**

**[ ]  Dual Ticket**

**[ ]  Certificate / Diploma**

**[ ]  Undergraduate Degree**

**[ ]  Masters / PhD**

**[ ]  No Formal Qualifications**

****Years of related professional experience**\***

(Choose one)

**[ ]  Less than 10 years**

**[ ]  Between 10 and 20 years**

**[ ]  More than 20 years**

****If you are an author, please list published titles****

****Bio**\***

      (Up to 250 words – If more than 250 words, it will cut off)

****Photo**\***Head and shoulder profile picture in .png or .jpeg format. 164w by 205h)

#

**Abstract Information**

****Language**\***

We encourage French speaking presenters to submit French Abstracts. Please choose "Language Neutral” if you can present in either French or English

**[ ]  English [ ]  French [ ]  Language Neutral**

****Title**\***This is the title of your presentation. Please ensure spelling and punctuation is correct. Please use sentence case and do not uppercase each letter

****Abstract**\***Presentation Description – 300-word limit (if more than 300 words, it will cut off):

****Subject Group**\***(choose the best fit):

Tag an ‘Asset Management’ subject area, if the context relates significantly to non-Maintenance lifecycle phase (such as design) -or- the broader, strategic, context of the organization. Tag a Maintenance Management subject area if the context relates most significantly to Maintenance Management.

|  |  |
| --- | --- |
| **Asset Management Landscape Subject** | **Maintenance Management Framework Subject** |
| [ ]  Strategy and Planning | [ ]  Business and Organization Context |
| [ ]  Asset Management Decision-Making | [ ]  Maintenance Program Management |
| [ ]  Lifecycle Delivery | [ ]  Asset Strategy Management |
| [ ]  Asset Information | [ ]  Tools and Tactics |
| [ ]  Organization and People | [ ]  Maintenance and Reliability Engineering |
| [ ]  Risk and Review | [ ]  Work Management |
|  | [ ]  Human Resource Management |
|  | [ ]  Material Resource Management |
|  | [ ]  Information Management |
|  | [ ]  Continuous Improvement |
| If more than one subject group applies or is not listed above, please add here:       |

****Target Audience**\***Choose one:

**[ ]  Executive**

**[ ]  Management**

**[ ]  Supervisor****[ ]  Engineering**

**[ ]  Maintenance Professionals**

**[ ]  Trades/Technicians**

**Other**

****Presentation Type**\***[**View Draft Program Here**](https://www.pemac.org/sites/default/files/MT2024%20Program%20Outline_DRAFT.pdf)

[ ]  **1-Hour Virtual Pre or Post Conference Session**

45 minutes with 15 minutes Q&A

8 Available Spots

[ ]  **45-Minute Session**

35 minutes with 10 minutes Q&A

31 Available Spots

[ ]  **½-Day Workshop**

2.5 hours of total presentation

2 Available Spots

[ ]  **¼-Day Workshop or Presentation**

75 minutes of total presentation

8 Available Spots

[ ]  **Keynote**

20 minutes with 10 minutes Q&A

3 Available Spots

****Is this a case study?**\***

**[ ]  No**

**[ ]  Yes**

* A case study is defined as a presentation applied in a real-life situation, and includes information about the pitfalls, challenges, and benefits of the implementation process.
* A non-case study presentation is instructional; and gives information about a theory, knowledge framework or solution without significant reference to a specific applied case.
* We welcome both types of presentations.

****Is this the first time you are presenting this content?**\***

**[ ]  No**

**[ ]  Yes**

If this content has been presented before, please provide some information and context

****The presenter represents what type of organization**\***

[ ]  **Service Provider / Consultant**

Organizations that provide specialized products and services related to maintenance, reliability and asset management functions.

[ ]   **Asset Owning Company**

Organizations that own or steward large scale assets.

Other

****Presentation Experience**\***

**[ ]  First Time Ever**

**[ ]  First Public**

**[ ]  Gaining Experience**

**[ ]  Experienced**

****Presentation experience**\***

Is there any online video or samples of your presentations? If so, please share a link. Add NA if this is your first time presenting.

****Would you like to book a 1 on 1 practice session?** \***

**[ ]  Yes** - I will email events@pemac.org to book a time

**[ ]  No** - The orientation session will be enough

We welcome first time presenters. If your presentation experience is limited, please let us know if you would like to book a one-on-one practice. We will have a mandatory speaker orientation session in September to ensure all speakers are comfortable, therefore the 1on1 will be in addition to this group orientation session. For further guidance, please view a PEMAC presented webinar on [How to Give a Good Presentation](https://youtu.be/tZTsknHLL4Y).

****List any volunteer roles you currently have with PEMAC****

****Will there be a co-presenter?**\***

**[ ]  No**

**[ ]  Yes**

****If yes, what is the percentage presented by co-presenter?****

****Co-Presenter Information****

All co-presenters will need to purchase a full registration pass. If more than one co-presenter, send an email to events@pemac.org

**Co-presenter Name**

**Co-presenter Title**

**Co-presenter Employer**

**Co-presenter Bio**

**Co-presenter Email**

**Co-presenter Photo**

Head and shoulder profile picture in .png or .jpeg format. 164w by 205h

****Submitter Agreement****

1. I have filled out the main presenter’s profile by filling out the additional form. [Click Here](https://www.pemac.org/civicrm/profile/edit?gid=16&reset=1) if you have not and to open a new tab.
2. I have filled in all the fields to the best of my knowledge.
3. I understand that presentations are not to be commercial in nature.
4. I acknowledge that that the information is mine and/or I have permission from the original author to present it at MainTrain.
5. If my abstract is selected, I authorize PEMAC to share my name, title, company, and abstract for the purpose of promoting MainTrain on social media, the PEMAC website and any other advertising avenues.
6. If my abstract is selected, I understand the requirements of providing a PowerPoint Presentation and ~2000-word (approx. 4 pages) speaker notes to events@pemac.org. I understand that if I don’t meet the deadlines my presentation may be replaced.
7. I understand that if my abstract is chosen, I will need to purchase a discounted registration. [Click here for pricing.](https://www.pemac.org/civicrm/event/info%3Fid%3D702%26reset%3D1)
8. I understand I cannot change my abstract once it has been submitted online by pressing SAVE.

**[ ]  I have read and understood the requirements to submit an abstract for the MainTrain 2024 Conference\***

Submitters additional comments: