# 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, you’re abstract online, you cannot change it.

## Main Presenter Information

**\*** Email

**\*** First Name

**\*** Last Name

**\*** Job Title

**\*** Employer

**\*** Phone and Extension-Phone

**Type of Qualifications (Choose one) \***

[ ]  Trade

[ ]  Dual Ticket

[ ]  Certificate / Diploma

[ ]  Undergraduate Degree

[ ]  Masters / PhD

[ ]  No Formal Qualifications

**Years of related professional experience\* (Choose one)**

[ ]  Less than 10 years

[ ]  Between10 and 20 years

[ ]  More than 20 years

If you are an author, please list published titles

**Bio\***

      (Up to 500 words)

**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 [ ]  Can present in either

**Title:** **\***(This is the title of your presentation. Please insure spelling and punctuation is correct)

**Abstract\* (Presentation Description):**

(Between 200 and 350 words)

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

Other

**Presentation Type\***

[ ]  Virtual Online 45-minute session (30 minutes with 10 minutes Q&A)

[ ]  Virtual 1/2-day workshop (2.5 hours of total presentation)

[ ]  In-person Keynote (20 minutes with 10 minutes Q&A)

[ ]  In-person 45-minute session (30 minutes with 10 minutes Q&A)

[ ]  In-person 1/2-day workshop (2.5 hours of total presentation)

[ ]  In-person 1/4-day workshop or presentation (75 minutes of total presentation)

**Format that your presentation could be presented in (if need be) \***

[ ]  Only online

[ ]  Only in-person

[ ]  I could be flexible but prefer what I selected above

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

[ ]  **No**

[ ]  **Yes**

A case study is defined as a presentation grounded in a knowledge framework being 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

[ ]  Asset Owning Company

Other

**Presentation Experience\***

[ ]  First Time Ever

[ ]  First Public

[ ]  Gaining Experience

[ ]  Experienced

**Presentation experience. Add NA if this is your first time presenting\***

Is there any online video or samples of your presentations? If so, please share a link in the field above.

**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 August 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).

**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.

There will not be any speaker bursaries for travel or hotel.

Co-presenter Name:

Co-presenter Title:

Co-presenter Employer:

Co-presenter Photo:
Head and shoulder profile picture in .png or .jpeg format. 164w by 205h

Co-presenter Bio:

Co-presenter Email:

##

## 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 (aprox. 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/conference/maintrain-2023/maintrain-2023-registration)
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 2023 Conference\***

Additional Comments: