



MainTrain Presentation and Papers Guidelines

45 Minute Presentations

- Presenters of 45-minute sessions shall submit their presentation slides and a 2000 word paper.
- Dates to follow:
 - **May 28:** Chosen abstracts have been notified and Presentation and Paper Guidelines has been sent
 - **August 1:** Final presentations and emailed to events@pemac.org
 - **August 2:** Events Coordinator provide complementary discount code for speaker registration (only to those who have their completed presentations in)
 - **August 19:** Review committee finish reviewing papers and PPT
 - **August 19:** Events Coordinator communicate with presenters with any feedback from review committee
 - **September 2:** All final PPT and Papers in
 - **September 2:** All speakers are registered

Presentation Tips

- The theme of this year's MainTrain conference is **Connect, Learn, and Contribute**. Your presentation should connect to this theme in some way.
- **This is not a sales presentation.** Your presentation will not be well received or effective if you simply share information about your products and services.
- The most impactful presentations include **case studies and real examples** of problems and solutions, providing techniques that participants can take back and use in their own organization.
- **A great presenter** is entertaining, dynamic, teaches, shares a story, engaging, knows what they are talking about

Presentation Guidelines

The MainTrain 2019 PowerPoint template must be used.

1. **Name your file** starting with the name of your session followed by the name of the presenter then the date of your presentation. For example: If The Glove Fits – JP Pascoli – Sept 16.PPT
2. **Cover Slide.** The first slide in the template is the **cover slide**, containing two text boxes:
 - a. Copy in the **first text box** should be:
 - i. Presentation Title
 - b. Copy in the second text box should contain:
 - i. Presenter Name(s) and companies on the first line
 - ii. Date of presentation on a second line



3. **2nd slide.** This slide contains a title box at the top and content box in the body of the slide. This slide can be used to provide background of the presenter and the presenter's company. Each presenter may have up to one slide to be used for presenter and company information. This may include company name and information, presenter bio summary, etc. A company logo is permitted on this slide only. If there is a co-presenter, the third slide may be used for their information; otherwise, the third slide should be used to begin the presentation.
4. **Subsequent slides.** These slides will be the slides with the title box at the top. Please add your text and graphics to these slides.
5. The recommended **font** to use with this template is Calibri. Other fonts can be used, however must be fonts that are included in the basic installation of Windows such as Arial or Times New Roman.
6. **Pictures** must be embedded into the PowerPoint file and saved as a small file. Photos should be saved as 75 DPI or less. Larger images are not necessary and will enlarge the size of the file.
7. Please use a **dark color font**, with a **font size of 32 point**. The minimum size font accepted will be 24 point.
8. We suggest no more than 7 bullet points on each individual slide.
9. Please **test your presentation prior to submission**.
10. Create a **backup** copy of all presentation files on a USB memory stick to bring with you...*just in case*.
11. **Audio Visual.** Each presentation will be projected from a laptop that will be provided, onto a screen via LCD projector. Depending on the size of the room, presenters will be provided with a hand held microphone, lavalier microphone, or no microphone if the room is small. Your presentation will be preloaded on the laptop in the room and ready to go when you arrive.
12. **Do not PDF the PowerPoint presentation.**
13. **Send your PowerPoint presentation**, and if applicable, make sure to include any embedded files (such as videos, etc.) with your presentation to Ghaz Marinho at events@pemac.org by **August 1, 2019**.



Paper Guidelines

As stated in the abstract details, PEMAC requires each presenter to submit a paper in addition to their PowerPoint presentation. The paper will be distributed online to anyone (MainTrain 2019 delegates, sponsors, and other presenters) who has been emailed a link. PEMAC will also post to the Knowledge Sharing section of the member's site following the conference. **The purpose of the paper is to tell the story of your presentation, to be an extension of your slides, and assist people with understanding your presentation slides following the conference.**

1. **Name your file** starting with the name of your session followed by the name of the presenter then the date of your presentation. For example: If The Glove Fits – JP Pascoli – Sept 16.PDF
2. **Font:** Arial 10 point type font (not italicized or bolded) except where noted otherwise
3. **Length:** The total length of your paper should not be less than 2,000 words and no more than 2,500.
4. **Titles:** The title of the presentation should be listed at the top of the document, followed by the presenter's name, title and company name. All titles and subtitles should be set Arial 11 point bold.
5. **Paragraphs:** Please separate all paragraphs by double-spacing between each (as opposed to simply indenting the beginning of the first line of a new paragraph).
6. **Captions:** Captions for all graphics (charts, graphs, tables etc.) should be Arial 10 point italic, bold and should be preceded by "Figure #" (example: Figure #1: This graph represents...).
7. **Page numbers:** Number the pages; format current page of total pages; i.e. page 5 of 10.
8. **Justification:** Set all text justified left and right (full justification).
9. **Graphics:** If you are inserting graphs they must be in printer-ready format otherwise the quality will be greatly reduced. Please reduce the size of all graphics only as much as necessary to fit on a page, being mindful of the need for the text and graphics within them to be "reader-friendly."
10. **Page layout:** The pages of your paper should be presented vertically (i.e., portrait format).

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SEPTEMBER 16-19

Maintenance, Reliability and Asset Management Conference
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11. **Proofread:** Please have someone - in addition to yourself - proofread your paper to identify and correct spelling errors, improper language and grammar usage, punctuation errors, etc.
12. Save your document as a PDF, and send it to Ghaz Marinho at events@pemac.org by **August 1, 2019**.