



## **TECHNICAL PAPER GUIDELINES**

**2024 Annual Meeting  
May 6-9, 2024  
Loews Philadelphia Hotel  
Philadelphia, Pennsylvania**



The TRFA Annual Meeting is the premier forum in the thermoset industry to interact and exchange knowledge among formulators, distributors, and suppliers.

**CALL FOR PAPERS**  
**2024 Annual Meeting**  
**May 6-9, 2024**  
**Loews Philadelphia Hotel**  
**Philadelphia, Pennsylvania**

**Application and Abstract Due no later than January 29, 2024**

**TRFA invites you to apply to present a Technical Paper at the  
2024 Annual Meeting**

All innovative and timely topics relevant to the epoxy and other thermoset industry advancements, including their possible marketing impact and application for the end user, will be considered from the following market perspectives:

- Adhesives and Sealants
- Coatings, Civil Engineering, Flooring
- Composites and Tooling
- Potting, Encapsulation, Electrical

**Application and Abstract submissions are being accepted until January 29, 2024.** Only high-quality Technical Paper presentations will be accepted.

**Value to Presenters:**

- Presentation before the premier forum in the thermoset industry, the TRFA 2024 Annual Meeting
- Technical Paper Title, Abstract and presenter biography listed on TRFA 2024 Annual Meeting website
- Technical Paper and Presentation distributed to all TRFA 2024 Annual Meeting attendees prior to the 2024 Annual Meeting and via flash drive at the meeting
- Technical Paper and Presentation available to TRFA members following the Annual Meeting on the Members-Only section of the TRFA website
- TRFA 2024 Annual Meeting Technical Paper Flash Drive sales through our website

If you are interested in presenting, please complete the following form and provide via email or mail to:

Thermoset Resin Formulators Association  
6737 W. Washington St., Suite 4210  
Milwaukee, WI 53214  
[info@trfa.org](mailto:info@trfa.org)

The application process is also available online via the TRFA website. For more information, please visit: **TBD LINK**



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**Philadelphia, Pennsylvania**

**Application, Abstract and Author Release submissions are being accepted until January 29, 2024.** Only high-quality Technical Paper presentations will be accepted. All submissions will be reviewed and if selected, presenters will receive notification and a template for their final presentation. **Electronic copy of your completed Technical Paper and PowerPoint Presentation for review by TRFA leadership and Annual Meeting Registration form are due March 22, 2024.** Any requested updates or adjustments must be completed by April 5, 2024 for inclusion on the flash drive and website, which all attendees will have access to during the 2024 Annual Meeting and access will be shared with all TRFA members via the Members-Only section following the meeting.

Company \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Presenter Name: \_\_\_\_\_

Title \_\_\_\_\_

Direct Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Title of Proposed Technical Paper** (Please limit title length to 10 words or less):

\_\_\_\_\_

\_\_\_\_\_

**Abstract (200 words or less please): PLEASE ATTACH AS WORD DOCUMENT**

**Brief Biography (100 words or less please): PLEASE ATTACH AS WORD DOCUMENT**

This biography may include current job responsibilities, educational background, experience and/or awards received and will be used to introduce you at the meeting and included on the meeting website and flash drive.



## **TECHNICAL PAPER AUTHOR RELEASE**

**2024 Annual Meeting**

**May 6-9, 2024**

**Loews Philadelphia Hotel**

**Philadelphia, Pennsylvania**

The TRFA utilizes the presentations made at its meetings as a source of information to be made available to persons interested in and seeking information related to the thermoset industry. This information consists of making available electronic copies of papers presented at TRFA meetings on a flash drive and the website for meeting attendees and to TRFA members on the Members-Only section of the website or video tapes of presentations presented at TRFA meetings. Signing this form constitutes authorization for this use by TRFA. Your paper/presentation will be converted to a .pdf document before publishing on the meeting flash drive and website or posting on the TRFA Members-Only website.

To enable the TRFA to use the information presented by you at an association meeting in any of the above forms, we request that you sign this form which constitutes such an authorization for use by the TRFA. This authorization includes approval for the TRFA to charge a nominal fee for the distribution of information changed periodically to cover the costs incurred in such distribution.

The TRFA requests that papers presented at its meetings and subsequently published in the trade press or elsewhere include the following acknowledgement: "Presented at a meeting of the Thermoset Resin Formulators Association in LOCATION, DATE OF PRESENTATION." If your paper is published in a revised form but is essentially the same as the original presented at TRFA, we would appreciate credit as follows: "Based on a paper presented at a meeting of the Thermoset Resin Formulators Association in LOCATION, DATE OF PRESENTATION."

Speaker (please print): \_\_\_\_\_

Speaker signature: \_\_\_\_\_

Company: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Presentation: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Application, Abstract and Author Release submissions are being accepted until January 29, 2024.**

Return this form to:

Thermoset Resin Formulators Association

6737 W. Washington St., Suite 4210

Milwaukee, WI 53214

info@trfa.org



## **TECHNICAL PAPER GUIDELINES**

**2024 Annual Meeting**

**May 6-9, 2024**

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**Philadelphia, Pennsylvania**

Thank you for considering the presentation of a technical paper or presentation at the TRFA 2024 Annual Meeting. TRFA has established a high standard for quality technical paper and short course presentation content. Your commitment and that of your company are greatly appreciated by the members of TRFA and the thermoset industry.

### **Important Policy Reminder:**

TRFA will not tolerate or authorize any discussion concerning current or future prices, production levels, market share, geographical allocation of markets, boycotts, restrictions on or refusals to deal with one or more suppliers or customers, transportation rates, future intentions regarding credit matters of other members or companies, or other matters that may be interpreted as unreasonable restraints of trade. [Click here to review the TRFA Antitrust Policy.](#)

Submission of the electronic copy of your paper is needed for peer review and inclusion on the flash drive and website of all papers presented to TRFA 2024 Annual Meeting attendees no later than March 22, 2024. If this date cannot be met, please contact TRFA staff immediately. NOTE: On-site presentations are limited to 30 minutes including questions/answers.

### **THE PAPER AND PRESENTATION SHOULD NOT BE OF A COMMERCIAL NATURE.**

- Limit reference to your company name, logo, and product(s) trade name to be used only ONCE during the entire presentation, in your presentation slides, paper, and oral delivery. You may include one company logo on the title slide.
- Do not use other company names and trade names. Refer to competitive products by their generic name only.
- Please do not include any pricing information in your presentation. This would be a violation of anti-trust rules. [Click here to view the TRFA Antitrust Policy.](#)
- You may include the market impact of the products and techniques discussed in your presentation and their application for the end-user.
- The paper and the presentation will be reviewed by the committee chair(s), conference chair, or their delegate. After review of the paper, if it is identified that the paper contains non-conforming information, i.e. pricing, repetitive use of company logo, competitive company or trade names, or any information that does not follow the TRFA Antitrust Policy, the author will be asked to modify the paper appropriately before given permission to present.
- The first page of both the paper and presentation should include the following credit:

***"Presented at a meeting of the Thermoset Resin Formulators Association"***

### **PAPER ORGANIZATION**

The paper should be organized in the following order:

Cover page, main body, references, appendices, and authors' biographies.

Suggested format is one-inch margins on all sides, using 12-point type and single-spaced.

## **COVER PAGE**

The cover page should list the author's name, title of article, title of author, affiliation, full address, telephone number, email address, and date of presentation.

## **ACKNOWLEDGEMENTS**

Acknowledgements should appear at the end of the text preceding the reference.

## **TABLES AND FIGURES**

Tables and figures should be placed on the page where they are first referenced.

## **REFERENCES**

If you use only four or five references, use footnotes. If there are more than four or five, use a list of references at the end of the paper. In this case, each reference should be numbered serially, and in the text these numbers should appear in brackets or with superscript numerals.

## **BIBLIOGRAPHY**

Quotations and references to other published material should be correlated in the text. To do this, use numbers in parentheses. Each reference should consist of the following: name of publication, author(s), date and number of publication and page numbers.

## **APPENDIX**

Certain material in mathematical papers such as equations and formulae may better be put in a separate appendix at the end of the paper. Other related, but nonessential material, such as description of apparatus may be included in the appendix.

## **ORAL PRESENTATION TIPS:**

- The volume of material presented should fit the allotted time, when delivered slowly and distinctly.
- Emphasize the conclusions you wish to present, rather than an elaborate introduction.
- Speak to the entire audience, to be sure those in the back of the room can hear.
- Stand erect, with your head up, and project your words clearly.
- **DO NOT READ** your paper - limited notes to refresh your memory are best.
- Don't leave a slide on the screen when you have finished discussing it. A blank screen between slides will not distract your audience from your presentation
- Remember to repeat the questions during the question and answer period immediately following your presentation. This will be helpful to the audience and give you time to think about the answer.
- Insert duplicate slides/visuals if you need to refer to the same slide at several different times in your talk.

## **PRINCIPLES AND RULES FOR SLIDE/VISUAL PRESENTATIONS:**

PowerPoint® Slides/Visuals are only useful if they:

- a. Contain only enough information to illustrate one major idea.
- b. Are visible even in the last row of a large auditorium.
- c. Show something that can't be explained as well without the slide.
- d. Contain tables, which illustrate a point. (Avoid lengthy tables, which are for journal print when they may be fully examined.)
- e. Number usually one per minute of talk, i.e., 10 slides in 10 minutes.

If you have any questions, contact:

Thermoset Resin Formulators Association  
Office: 414-488-3916 / Fax: 414-755-1246  
Email: [info@trfa.org](mailto:info@trfa.org)



Thermoset Resin Formulators Association

**TECHNICAL PAPER IMPORTANT DATES**

**2024 Annual Meeting**

**May 6-9, 2024**

**Loews Philadelphia Hotel**

**Philadelphia, Pennsylvania**

All items listed are being accepted at any time prior to the date listed.

**January 29, 2024:**

Application

Author Release

**March 22, 2024:**

Electronic copy of Technical Paper

PowerPoint presentation using TRFA provided template received with confirmation.

*Note: The paper and presentation are needed for TRFA peer review*

Meeting Registration Form

*Note: All presenters must fax or complete online a registration form. The registration fee is reduced for TRFA member technical paper presenters. Non-member presenters will register under the appropriate formulator, distributor, or supplier non-member registration fee. There are no fee reductions available for non-member presenters. If you would like to receive the member rate, please contact the TRFA Office regarding a membership application.*

Hotel Reservation

*Note: The hotel reservation deadline is Friday, April 12, 2024. After that date, the TRFA reduced room rate cannot be guaranteed.*

**April 5, 2024:**

If changes to the Technical Paper or Presentation were requested during peer review, the revised Technical Paper and Presentation must be received by this date.

## **TRFA 2024 ANNUAL MEETING:**

### **PLEASE BE PREPARED!**

The following audiovisual equipment will be provided for all presenters:

- Laptop with M/S PowerPoint® (speaker to supply presentation prior to the meeting which will be loaded onto the meeting computer)
- LCD projector and screen
- Remote control with electronic pointer
- Podium with lavalier microphone

Attire: The TRFA Meeting and Short Course attire is business casual. Many presenters opt to wear a sport jacket for his/her presentation.

***Note: On-site presentations are limited to 30 minutes including questions/answers.***

Please rehearse your presentation several times so that you will be familiar with the sequence and timing of the slides/visuals. It is important that your presentation can be delivered in the time allotted.

***PLEASE BRING A BACKUP OF YOUR PRESENTATION ON YOUR OWN LAPTOP OR FLASH DRIVE IN THE EVENT THERE IS A TECHNICAL PROBLEM ON-SITE.***

If you have any questions, contact:

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