



TECHNICAL PAPER GUIDELINES

**2020 Annual Meeting
April 26-30, 2020
Denver, Colorado**



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

2020 Annual Meeting
April 26-30, 2020
Denver, Colorado

Application and Abstract Due no later than October 1, 2019

TRFA invites you to submit an application to present a Technical Paper at the 2020 Annual Meeting, April 26 to 30, 2020

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 **October 1, 2019.** Only high-quality Technical Paper presentations will be accepted.

Value to Presenters:

- Presentation before the premier forum in the thermoset industry, the TRFA 2020 Annual Meeting
- Technical Paper Title, Abstract and presenter biography listed on TRFA 2020 Annual Meeting website
- Technical Paper and Presentation distributed to all TRFA 2020 Annual Meeting attendees prior to the 2020 Annual Meeting and via flash drive at the meeting
- Presentation available to TRFA members following Annual Meeting on members only website
- TRFA 2020 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
800 Roosevelt Road, Building C, Suite 312
Glen Ellyn, Illinois 60137
Phone: (630) 942-6596/Fax: (630) 790-3095
Email: info@trfa.org



TECHNICAL PAPER APPLICATION
TRFA 2020 Annual Meeting
April 26-30, 2020
Denver, Colorado

Application, Abstract and Author Release submissions are being accepted until **October 1, 2019.** 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 Meeting Registration form are due February 1, 2020. Any requested updates or adjustments must be completed by March 15, 2020 for inclusion on the flash drive which will be provided to all attendees at the 2020 TRFA meeting and shared with all TRFA members on the public website.**

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, past experience and/or awards received and will be used to introduce you at the meeting and include on the meeting flash drive.



Thermoset Resin Formulators Association

TECHNICAL PAPER AUTHOR RELEASE

TRFA 2020 Annual Meeting

April 26-30, 2020

Denver, Colorado

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 for meeting attendees and to TRFA members on the members-only 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 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 **October 1, 2019.**

Return this form to:

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TECHNICAL PAPER GUIDELINES

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Thank you for considering the presentation of a technical paper or presentation at the TRFA 2020 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 or your paper is needed for peer review and inclusion on the flash drive of all papers presented to TRFA 2020 Annual Meeting attendees no later than February 1, 2020. 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 at the Westin Downtown Denver, April 26 – 30, 2020"

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 rear 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
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Email: info@trfa.org



Thermoset Resin Formulators Association

TECHNICAL PAPER IMPORTANT DATES

TRFA 2020 Annual Meeting

April 26-30, 2020

Denver, Colorado

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

October 1, 2019:

Application

Author Release

February 1, 2020:

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: The registration fee is waived for TRFA member, academic or government technical paper presenters and first-time non-member presenters, but all presenters must fax or complete online a registration form. If there are two-member presenters for one technical paper, the registration fee of only one presenter is waived. Non-member presenters may register by fax or online and will pay the appropriate formulator or supplier non-member registration fee.

Hotel Reservation

Note: The hotel reservation deadline is March 26, 2020. After that date, the TRFA reduced room rate cannot be guaranteed

March 15, 2020:

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 2020 ANNUAL MEETING: April 27 or 28 2020:

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 A MEMORY STICK IN THE EVENT THERE IS A TECHNICAL PROBLEM ON-SITE.

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