



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.***

If you have any questions, contact:

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