# SMTAI Speaker
# Roles and Responsibilities

*(For author's whose paper(s) have been accepted and scheduled for presentation at the SMTAI Conference)*

## ► Technical Papers

A technical paper for the Proceedings CD-Rom is required for all abstracts accepted and scheduled for presentation. Papers should describe significant results from experiments, emphasize new techniques, and contain technical, economic, or appropriate test data. **Material must be original, unpublished, and non-commercial in nature.** All papers and presentations are reviewed by SMTA for compliance with the non-commercialism policy and format requirements. Final papers may be returned to the author for corrections if necessary. Please review/apply SMTA Paper Format Requirements to layout your final paper correctly.

### Non-Commercialism Policy for Papers and Presentations

Technical papers and presentation slides perceived as sales presentations will not be accepted by the SMTAI Technical Committee or the Session Chairs.

- Avoid commercialism and limit company logos, website, slogans, etc. to the title page only
- Do NOT use a company name or a specific trade name in the paper title
- Use generic names (Product A/Company B), not specific companies/model numbers, to identify equipment, products, or processes
- Limit ™ (Trademarks) and © (Copyrights) to references and endnotes

**Reasons for Non-Acceptance**

- Commercialism or non-objectivity that cannot be corrected with editing
- Previously published paper or similarity to previously published paper
- Inadequate technical content; lacks supportive test data
- Comparisons to products produced by competing companies
- Subject not related to the interests of the SMTA International audience

## ► Conference Registration

A registration fee is associated with SMTAI and all speakers, panelists, chairs, and co-chairs are required to register for the conference. A special discount (on member or non-member rates) is offered to speakers. Hotel and transportation are also the responsibility of each speaker. When the SMTAI Technical Committee issues an acceptance and an invitation to present your technical paper, it is with the expectation that authors have already secured *both company approval and the budget* necessary for registration and travel costs.

## ► Required Forms and Deliverables - Complete and Return:

- Contact Information Form
  *One Contact Form is required for each paper scheduled in the program before the final brochure is printed.*
  *A replacement speaker must also submit a Contact Form to activate his/her speaker record and to be eligible for the discount on conference registration.*
- Copyright & Publication Form
- Final technical paper – upload by the posted deadline; follow SMTA Format Requirements
- Presentation – submit PowerPoint to the SMTA for format review and to session chair/co-chair for content/commercialism review; use the required Presentation Template; submit by scheduled deadline

## ► Presentations

A presentation is also required for each session and is limited to 30 minutes including Q & A. Presentation Guidelines and Speaker Tips are also available under the Speaker Information Tab at www.smta.org/smtai.

## ► VISA Letter of Invitation

Contact SMTA for a Letter of Invitation for your VISA Application as soon as possible to make sure we have all the information required for the letter. Please indicate if you need an original sent via U.S. mail or if a PDF on letterhead is acceptable.

## ► Conference Correspondence

Most communication regarding your abstract, paper, and the conference information will be sent via email.
*Please make sure that your filters, firewall, etc. will accept emails and attachments from SMTA.*