

**SPEAKER'S CHECKLIST FOR NPRA 2008 Labor Relations & Human Resources Conference**

Please complete fully and return. If information is not available, please indicate when we may expect to receive it.  
**Please indicate co-speaker if applicable.**

**A. Title of Paper or Presentation** \_\_\_\_\_ **LRHR-08-**

**Speaker Name** \_\_\_\_\_

**Co-Speaker (if any) Name** \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Company/Location \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_

*City & State Zip Country*

E-mail address \_\_\_\_\_

**Co-Author Name** \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

*City & State/ Zip Country*

Street Address (for FEDEX)

Company/Location \_\_\_\_\_

\_\_\_\_\_

*City & State/Zip*

\_\_\_\_\_

*City & State Zip Country*

**Assistant's Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

Use a separate sheet of paper for additional co-author information

**B. Presentation Requirements:**

Attach a brief biographical profile of the speaker(s) only. (1-3 paragraphs including education)

Attach a brief description (one to two sentences) of your presentation for inclusion in the final program.

**C. Printing:** NPRA legal review of all presentations is required before publication or conference presentation.

Do you wish for your presentation to be included on the NPRA website for distribution? \_\_\_\_\_

**D. Audio/Visual:** (Room will have an LCD Projector, screen, podium and aisle mic). Let us know if you need additional requirements: \_\_\_\_\_

**RETURN TO:**

**NPRA, Technical Department**  
**Fax: 202/457-0486**  
[tcooper@nptra.org](mailto:tcooper@nptra.org)

## Speaker/Workshop Guidelines

- **SPEAKER'S BREAKFAST:** NPRA will arrange a breakfast for the speakers on Thursday, April 17 at 7:30 am. This provides an opportunity for you to meet your Presider and finalize matters related to your presentation. We will advise you of the time and location of the breakfast several weeks before the meeting.
- **PRESENTATION:** NPRA Maintenance Conference program normally provides a total of 60 minutes for each presentation, including questions from the floor.
- **Photographic Usage in slides and presentations:** We cannot use photographs without permission in any NPRA printed or electronic publications. Under the law, if a person takes a photograph, that picture automatically has copyright protection, even if the person has put it on the internet.
- Plan to report to the meeting room at least 20 minutes before the start of the session to check the arrangements and assure that nothing has been overlooked that will aid in your presentation.
- **PUBLICATION:** The NPRA considers its meeting papers to be in the public domain at the conclusion of the meeting, i.e., permission of the author is not required for all or any part of the material to be included in any publication. However, according to accepted practice, trade journals will contact you for permission. The NPRA requests that the date and occasion of the presentation be included in any publication. NPRA claims no copyright in this work. Requests for authorization to quote or use the contents should be addressed directly to the author(s).
- Audio visual: NPRA will provide a laptop, LCD projector, lavalier microphone and light pointer.
- NO PAPERS are to be distributed in the session rooms. NONE WHATSOEVER!!!!!!
- NPRA will provide a cover page for your paper or presentation for publishing. We urge you not to use a cover page. The cover page will include your paper number, paper title, speaker and co-author name(s), company name, city and state. **NOTE: Be advised that if you provide your own cover page NPRA reserves the right to remove it.**
- Your paper number is to be used as a centered footer along with the page number as illustrated on this page.
- A NPRA Powerpoint template has been included with your materials. It is suggestive in nature only, its usage is not mandatory. However, NPRA recommends restricting the use of company logos and company names to the title slide and the last slide based on negative responses from attendees in the past.

Written paper = a white paper

Many of our speakers choose to write a technical paper as the main crux of their presentation and followup with an oral powerpoint presentation onsite. (technical papers are included on the meeting CD)

Ppt slides = powerpoint slides

This is mainly a question to those speakers who are writing a white paper asking if you will also be submitting a followup slide presentation. (onsite presentations are not included on the meeting CD unless submitted as part of the white paper)

Ppt slides only= no written text  
submitted

Some of our speakers choose only to submit their information via powerpoint slides providing no white paper. (powerpoint-only presentations are not included on the meeting CD but are included on the NPRA website)

### ***NPRA CONFERENCE POLICIES:***

- **Complimentary Registration:** Speakers are allotted one complimentary registration per presentation (whether or not there is more than one speaker). Presentation authors/speakers may select whomever they wish (member or non-member) to receive that comp'd registration. Other speakers/authors are asked to pay the regular member fee.
- All presentations are to be submitted to NPRA for legal review prior to the conference date. ***Absolutely NO EXCEPTIONS!***
- Please read and adhere to the NPRA Antitrust Policy.
- No papers will be available onsite. All presentations (with consent) will be made available to attendees via the NPRA website and/or or through a conference CD-ROM whichever is applicable.
- A copyright license and release agreement will have to be signed by each and every speaker and returned to NPRA before publication of the presentation.
- It is not required that speakers provide written papers but we encourage everyone to considering doing so. However, if you decide to only provide a visual presentation in the form of PowerPoint please be advised that your presentation will not be represented on the conference CD (where applicable) but will appear with all the other meeting presentations on the NPRA website.

**COPYRIGHT LICENSE AND RELEASE AGREEMENT**

I, \_\_\_\_\_ [name of presenter] hereby grant to the National Petrochemical & Refiners Association (NPRA) a non-exclusive, royalty-free license to exercise all rights protected by copyright law in the program presented by me at the **2008 NPRA Labor Relations & Human Resources Conference** held at the **Renaissance Harborplace Hotel** on **April 17-18, 2008** entitled \_\_\_\_\_

\_\_\_\_\_ including but not limited to the spoken/printed words and any accompanying audio-visual or electronic presentations, and any handout materials. I further grant to the Association the rights to reproduce and sell my presentation

It is understood that I have received and will receive no royalty or other monetary compensation from NPRA or its designees for the rights granted hereunder.

I represent to NPRA that the program referenced herein is my/our own original work, and that I/we have the full right to make this release and license.

Signature: \_\_\_\_\_ (please sign do not type)

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

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Please fax or email this signed sheet to **Tanya Cooper** at [tcooper@npra.org](mailto:tcooper@npra.org) at 202-457-0486 by fax.

## **CONFERENCE AND HOTEL REGISTRATION**

As speakers you are entitled to one complimentary conference registration per presentation (not including hotel). Registration is open on the [NPRA web site](#).

- Click on **Register Now** - You will be asked to log in
  - If you do not know your User ID and Password - click [here](#) and enter your email address. If you are not found in the database - click on **Create a Login/Profile**
- Once you have accessed your record please make sure that all of your contact information is correct
- **Registration Fee**
  - If you are the individual designated to receive the complimentary registration, select **Complimentary Speaker (\$0.00)** from the drop-down menu. If you do not see this option, please call or email me immediately (*if you will not be registering yourself you will need to pass along your ID and password for registration purposes to the person who will be registering you*)
  - If you are a co-author/presenter, select **Member or Non-Member Registration** rate
- **Hotel Reservations**
  - Your hotel reservations are made within the same registration system. Please follow the instructions. You must enter appropriate credit card information **first** to reserve space at the conference hotel.

Tanya Cooper, NPRA

202-457-0480 or [tcooper@npra.org](mailto:tcooper@npra.org)

## NPRA ANTITRUST POLICY FOR PRESENTERS

The National Petrochemical & Refiners Association is organized to foster cooperation and the exchange of information among its members. These worthwhile activities are sanctioned by custom and law, but are subject to certain legal requirements.

Those speaking at our meetings may avoid difficulties for themselves and for the Association by avoiding any discussion of present or projected prices, sales terms, territories, production, or any other element of competition. You may refer to past prices if the source is clearly cited and the time is at least three months prior to the date of the conference. This is equally important in the formal paper and in any question and answer session. We ask that you provide us with a copy of your paper before it is printed or posted on the website so that it can be reviewed by NPRA legal counsel.

If you have any questions about this policy, we encourage you to consult with your company's legal counsel or to call NPRA Attorney Maurice McBride, 202.457.0480, who will be happy to discuss it with you.