

SPEAKER'S CHECKLIST FOR NPRA 2008 Cat Cracker Seminar

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 _____ CAT-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 _____

City & State/ Zip Country

Title _____

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 only. (1-3 paragraphs including education)

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

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

Please **check all that apply**. I am submitting _____ written paper _____ ppt slides _____ ppt only
(no written paper)

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 will have additional requirements: _____

RETURN TO: NPRA, Technical Department
Fax: 202/457-0486
ybrooks@npra.org

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/workshop presenters 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.
- Final papers are to be submitted in Adobe pdf format and powerpoint presentations are to be submitted in ppt format to NPRA for legal review.
- A copyright license and release agreement will have to be signed by each speaker and returned to NPRA before publication of the presentation.

COPYRIGHT LICENSE AND RELEASE AGREEMENT

I, _____ [name of presenter or co-author] 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 Cat Cracker Seminar, InterContinental Hotel, Houston, TX, August 19-20, 2008, titled _____

_____ 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 do not type)

Name: _____

Title: _____

Company: _____

Date: _____

Paper#: _____

Please return this signed sheet to **Yvette Brooks** by fax to 202-457-0486 no later than **Monday, July 21st, 2008**.

Speaker/Workshop Guidelines

- Workshop guidelines: 60 min total presentation time (including Q&A) – unless otherwise notated.
- Audio visual: NPRA will provide a 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 written text 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.

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.

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.

Yvette Brooks, NPRA

202-457-0480 or ybrooks@npra.org