



## ICRC SPEAKER and POSTER GUIDELINES

[www.icrc2017.com](http://www.icrc2017.com)

Dear Speaker,

We are pleased that you will be participating as a Speaker at ICRC 2017

***Please read the following important information, which may also be consulted on the event website:***

In order to both promote your participation on the conference website and your presence at the conference please provide us **a picture** of yourself, ideally head and shoulders only, and a **short bio** (around 100 words), which the Chair of your session might use to introduce you to the audience.

- 1.** The complete detailed program will be available at [www.icrc2017.com](http://www.icrc2017.com).  
As the program is constantly being revised please check the website regularly.
- 2.** You are responsible for advising your fellow co-authors, if applicable. Advise us if any changes occur in terms of speaker, presentation etc.  
Please note that **no changes** will be reflected on printed material (i.e.: proceedings, pocket program) **after April 10<sup>th</sup>**, however the event website will be updated accordingly.
- 3. Speaker Registration:**  
Speakers **must** register for the event and should take advantage of the special speaker fee (consult the website/registration). We kindly recommend you register before the registration deadline.
- 4. Presentation/Manuscript:**  
It is **mandatory** for all speakers to upload their *Manuscript* AND *PowerPoint* (for Windows) file for on-site session presentation to our management platform known as EPAC.

The attached "*first slide template*" is compulsory as the introductory slide; you are welcome to use this template for the remainder of your presentation or may opt for a background of your own choosing for the remainder of the slides.

A manuscript (in Word format), in addition to the PowerPoint, is mandatory to include in the ICRC proceedings, and will also be used if you wish to publish in J-FOR (Journal of Science & Technology for Forest Products & Processes) . For complete Guidelines for Authors click here:  
[http://www.paptac.ca/images/stories/GUIDELINES\\_FOR\\_AUTHORS.pdf](http://www.paptac.ca/images/stories/GUIDELINES_FOR_AUTHORS.pdf)

You will receive a separate e-mail directly from **EPAC** (epac@avexperience.ca), to the email address you provided at the time of abstract submission, detailing the uploading procedures. Should you not receive the EPAC email, please email Carmie Lato – clato@paptac.ca.

***As per the Call for Papers, acceptance of an abstract commits the presentation to the program and thus cannot be withdrawn; however, the speaker/presenter may be replaced.***

#### **Deadlines for uploading are as follows:**

- Please upload the first draft of your manuscript/presentation as soon as possible after you receive the email from **EPAC** containing the uploading procedures;
- Subsequent updates can be uploaded till **10<sup>th</sup> April 2017**.  
*Reminder \* -- as per point #2 no changes will be reflected after April 10th on printed materials.*

#### **5. Proceedings:**

PAPTAC intends to produce Conference **Pre-Prints** containing all the manuscripts and/or PowerPoint presentations. The cut-off to upload for inclusion in the Pre-Prints is **5:00 p.m. (Eastern time) April 10th** (hard deadline). This is mandatory.

While this version will be the one featured in the Pre-Prints, subsequently revised updated versions, if required, may be used at the conference. Updated versions will, obviously, only be available online.

#### **6. Publication of your paper in J-FOR:**

Publication in the Pre- Prints is not considered an archival publication. There is the opportunity for authors participating in ICRC to be published in PAPTAC's flagship journal - Journal of Science and Technology for Forest Products and Processes (J-FOR). J-FOR's objective is to draw high-quality technology and science papers from the conference, and following peer-review by the J-FOR Editorial Board, publish the best of these.

For those who are interested to publish in J-FOR, please visit

[http://www.paptac.ca/images/stories/GUIDELINES\\_FOR\\_AUTHORS.pdf](http://www.paptac.ca/images/stories/GUIDELINES_FOR_AUTHORS.pdf) , which provides the complete specifications on rules to follow so that you may prepare your manuscript accordingly as of now and avoid having to reformat your manuscript after the event.

#### **7. Poster Guidelines**

##### **POSTER CONTENT:**

The contents of the poster should be clear, concise and geared towards the conference audience. The material presented must not be primarily commercial or intended to advertise a product or violate anti-trust guidelines. "If in doubt, leave it out".

The material presented should also not divulge information that is proprietary – intellectual property must be protected.

##### **POSTER DIMENSIONS:**

In order to accommodate all the posters received, please respect the poster size as per the dimensions indicated on the picture below.

The structure height is 7'10" however the **poster surface area** (where you will actually pin your poster) is 7'7" x 3'9", (91" wide x 45"high / 231 cm x 114 cm).

*Velcro tabs or pushpins will be provided on site.*

**POSTER DISPLAY:**

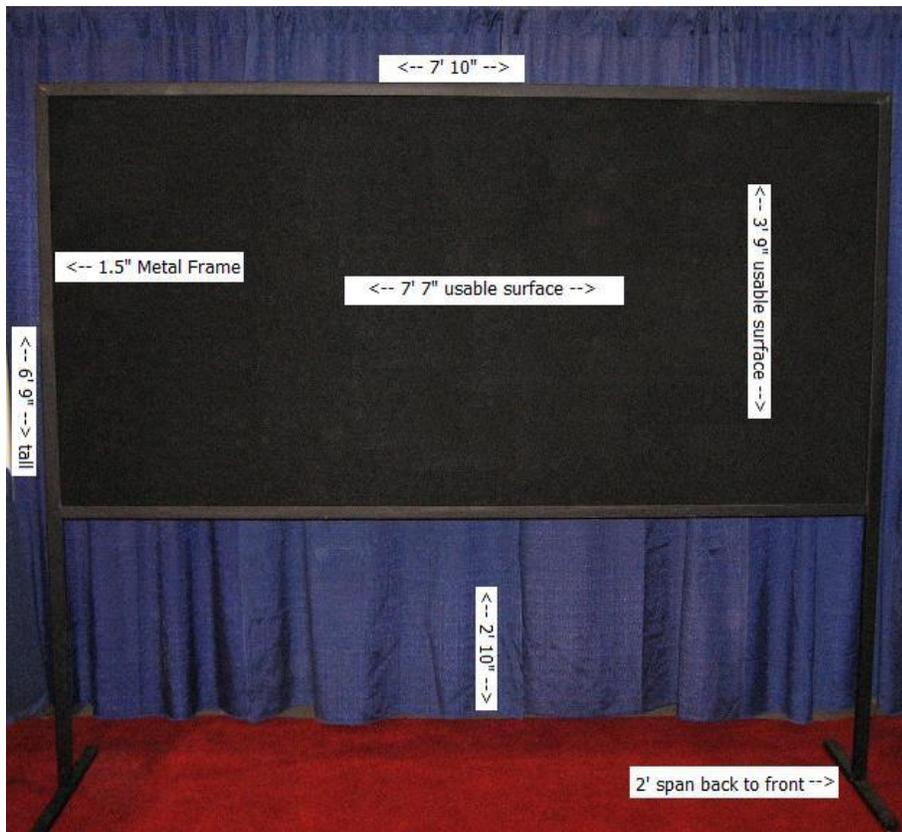
All posters will be numbered. One poster will be displayed per structure.

**PRESENCE AT YOUR POST:**

Posters will be displayed, and required to be manned the entire time, Wednesday May 24<sup>th</sup> during the conference's Welcoming Reception, and will remain displayed the entire time the following day, Thursday May 25<sup>th</sup>, but will only then be required to be manned during the coffee breaks as per the conference program.

**SET-UP date** – Wednesday May 24<sup>th</sup>, 10:00-15:00.

Posters must be displayed during these hours stated above. This will allow a maximum number of delegates to look at the posters, and if applicable, for judges to interact with the poster author. With the exception of these hours, the rest of the time you are free to attend conference sessions, and other event activities, including planned social activities, on condition that you are registered for the conference.



Thank you for following these guidelines.  
Welcome on board and enjoy your ICRC experience.

Best regards,  
PAPTAC STAFF