

GUIDELINES FOR ISA TECHNICAL PAPERS AND PRESENTATIONS

- English is the official language of all papers and presentations in ISA technical conferences convened in the USA.
- Content should be original and not of a libelous and defaming nature to any person or company.
- Content cannot be commercial in nature and cannot represent a sales pitch for a product, service, or company. Please remember that your colleagues are interested in your technical-based solutions to industrial problems. Identification of an author's affiliation in the title and one mention of a trade name or trademark in the body of the paper or presentation typically are acceptable.
- Whenever possible, please use ISA Standards and ISA's Automation Dictionary for consistency with other ISA publications.
- Please limit your paper to twelve pages for 30 minute presentation time slots (36 pages for 90 minute session tutorials), including figures and tables, so that your peers will have time to read it.
- Use MS Word® to prepare your paper and include your title, author information, keywords, abstract, introduction, other headings as needed, and references. Insert tables and figures within the paper near their reference whenever possible. Please follow the format guide available from ISA.
- Presentations use the MS PowerPoint® template provided by ISA for the subject conference.
- Please provide a brief (25-50 words) biography for use by your session chair to introduce you.
- A typical presentation is 20 minutes, followed by about 10 minutes for questions. Tutorial presentations typically are about 70 minutes with 20 minutes for question periods at appropriate points in your tutorial. Please be sensitive to the time and help your session stay on schedule.
- Please remember to be prepared, understand your audience, and customize your presentation to their interests. Tell them what you will be speaking about, then speak about it, and then summarize.
- Pay attention to your audience and their reactions to see if they are following along or need to have something reiterated or clarified.