

NLGI AUTHOR INSTRUCTIONS

Thank you for expressing an interest in presenting a paper at our Annual Meeting in June. Only through the cooperation of individuals such as yourself are we able to offer sessions devoted to substantive issues. The following paragraphs should help you to understand the process of presenting a paper. Please heed these deadlines or notify NLGI if you are unable to meet a deadline for further instructions.

General Information

The following are deadlines for submitting necessary information to NLGI in order to be approved to present your paper. Every paper submitted for presentation will go through a peer review process and will be reviewed by two separate individuals. Their comments will be sent to you from NLGI. You are required to make the suggested changes and re-submit your paper to NLGI prior to its' publication in the *Spokesman*. Any paper that is deemed too commercial will not be published and may be rejected for presentation.

Recommendations:

- Use of specific brand names should be avoided.
- Any reference to products should be in chemical scientific or generic terms.
- The use of first person should be avoided when preparing the test. Use the words "author" or "the writer".
- Include SI (metric) units of measure, with customary units where necessary. SI Symbols should not be followed by periods.
- Temperatures should be shown in degrees Celsius, or in degrees Fahrenheit with the Celsius conversion in parenthesis.

Manuscripts must be on 8 1/2 x 11 white paper in Microsoft Word format. Because papers are considered for publication in the NLGI *Spokesman* and will be copyrighted by NLGI, all papers must be original to the extent that they have not been published in any other magazine, nor presented identically before any society, unless permission has been granted by NLGI. Additionally, all papers must include the preprint statement in front of your manuscript with the NLGI logo. A template for this is included at the end of this information sheet. Please be sure to include your paper number (a four-digit number assigned by NLGI) at the upper right corner.

You will have 35 minutes for your presentation; you should plan on the last 5-10 minutes for a question/answer period. Each session room will be equipped with a laptop, projector, screen, podium and microphone.

Each author is responsible for registering for the Annual Meeting (you will pay the Author rate) and securing your own hotel accommodations. Registration information may be found on the NLGI website, www.nlgi.org and will also be published in the *Spokesman* magazine.

January 30, 2009

Inform NLGI Headquarters you definitely plan to present a paper by completing the Speaker Information Form (attached) and sending this to NLGI along with your abstract, biography and photo. Photo may be black & white or color, passport size is sufficient. You may either email this data (nlgi@nlgi.org) or send via mail. This early notification is necessary for session planning purposes.

March 2, 2009

A draft copy of your paper is due to NLGI Headquarters. You may either email the paper (nlgi@nlgi.org) or mail it. If you choose to mail the paper, please send three paper copies, as well as the paper on a CD. Again, Word is the preferred format.

May 4, 2009

Your final paper and your slide presentation should be forwarded to NLGI for a brief, final review. All slides should be on a white background, please! Using colors is difficult for your audience to see.

Sunday, June 14, 2009

From 1pm to 3pm, a room will be available with our Audio Visual technicians to load your presentation onto a laptop to be ready for your talk on Monday or Tuesday.

Monday June 15, 2009

An appreciation Breakfast is held Monday morning prior to the Opening General Session. This is a required function where you will meet your Session Chair, have another opportunity to have your presentation loaded onto a laptop and have any questions answered.

NLGI Contact Information

NLGI
4635 Wyandotte Street, Suite 202
Kansas City, MO 64112
816-931-9480 (phone)
816-753-5026 (fax)
nlgi@nlgi.org (email)

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Title

Author(s)

Company Name
Location

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Tucson, Arizona, USA
June 13-16, 2009



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