



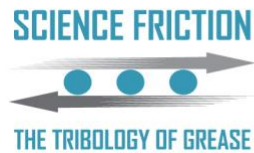
Instructions for Presenters and Authors

General Information & Deadlines for Presentations and Papers

1. Author(s) prepare an abstract for an Industry or Commercial session.
2. Author and each co-author must complete an Author Form.
3. Author and each co-author must provide a portrait-style photograph (in JPG or PNG format).
4. Author and each co-author must provide a biography (approx. 75-150 words).
5. Author(s) submit their Abstract, Author Form, Bio and Photo to NLGI at nlgi@nlgi.org by January 15, 2021.
6. NLGI will notify authors of decisions by the Technical Committee by February 12, 2021.
7. Author(s) prepare a draft paper (Industry or Commercial). Draft paper is due to NLGI at nlgi@nlgi.org by April 23, 2021.
8. NLGI strongly encourages authors of abstracts not accepted for presentation to provide an industry poster session during the Annual Meeting. Additionally, authors are still encouraged to submit their paper to nlgi@nlgi.org by April 23, 2021 for publication in a future issue of *The NLGI Spokesman*.
9. Author(s) prepare presentation to be given during NLGI Annual Meeting. Submit final presentation slides AND paper to nlgi@nlgi.org by May 14, 2021.
10. NLGI Technical Committee will review all papers and presentations for commercial content, readability, etc. and will respond directly to author with any edits.

Papers & Presentations

1. Papers must be original to the extent that they have not been published elsewhere.
2. Each paper must include a brief abstract and at least one reference to a book, article, etc.
3. Author(s) submit a draft paper in Word format and submit to NLGI at nlgi@nlgi.org by April 23, 2021.
4. The NLGI Editorial Review Committee will send each draft paper to two NLGI members for anonymous peer review of the technical content. Edits may include compliance with NLGI standards for commercial content, readability, clarity, etc.
5. Author(s) to work directly with Technical Editor, Mary Moon (mmmoon@ix.netcom.com) regarding all edits/changes.
6. Final paper is due to NLGI at nlgi@nlgi.org by May 14, 2021.
7. For best printing quality, authors shall provide a JPG file for each table, chart or image; however, JPG files aren't required. Authors will send JPG files to the Technical Editor.
8. Presentations must be original to the extent that they have not been presented identically before any society, unless NLGI has granted an exception.
9. Presenter(s) will have 30 minutes to give their presentation; this includes 5 – 10 minutes for Q & A. Each session room will be equipped with a laptop, projector, screen, podium and microphone.
10. Presenter(s) must be registered for the NLGI Annual Meeting. When registering, choose "Author" for discounted rate. Presenter(s) are also responsible for securing their hotel accommodations.



2020 NLGI Annual Meeting
JUNE 14-17 • Miami, FL



Technical vs. Commercial Presentations

- Technical presentations must comply with NLGI standards that limit their commercial content.
- Commercial or marketing presentations are not restricted by NLGI standards for commercial content. Contact NLGI at nlgi@nlgi.org or 816-524-2500 for information about availability and pricing of Commercial presentations.

NLGI Guidelines for Content of Technical Papers

- Avoid use of specific brand names except instruments, reagents, etc. used to perform the work
- Use chemical, scientific or generic terms whenever possible instead of commercial names of lubricants, base stocks and additives, e.g., 'A Group I oil', 'a high MW polymethacrylate', etc.
- Use third person and not first person, i.e., 'This study showed', 'The results were', 'It was observed that' or 'The authors report' but not 'I found' or 'We discovered'.
- Include SI (metric) units of measure, with customary units where appropriate. Show temperatures in degrees Celsius, or in degrees Fahrenheit and degrees Celsius in parentheses, e.g., 32^o F (0^o C).
- Minimize use of subscripts and superscripts. Cite references as '[1]' or '(Smith)', etc.
- Templates to convert presentation slides to a paper are available from the Technical Editor.

NLGI Guidelines for Content of Technical Presentations

- Presentation slides are limited to technical information with two exceptions;
 - The first (title) and last slides may contain company name, logo or other information
 - Company name and/or logo (small size) may appear in one corner of all other slides
- Avoid use of specific brand names except instruments, reagents, etc. used to perform the work
- Use chemical, scientific, or generic terms to refer to lubricant-specific products
- Use SI (metric) units of measure, with customary units where appropriate. Show temperatures in degrees Celsius, or in degrees Fahrenheit and degrees Celsius in parentheses. e.g., 32^o F (0^o C).