



## Instructions for Presenters and Authors

### General Information & Deadlines

- Author(s) prepare an Industry or Commercial abstract.
- Author and each co-author must complete an Author Form.
- Author and each co-author must provide a portrait-style photograph (in JPG or PNG format).
- Author and each co-author must provide a biography (approx. 75-150 words).
- Author(s) submit their Abstract (250 Word Maximum), Author Form, Bio and Photo to NLGI at [nlgi@nlgi.org](mailto:nlgi@nlgi.org) by **January 22, 2025**.
- NLGI notifies all authors of decisions by the Technical Committee by **February 19, 2025**.
- Author(s) prepare a draft paper (Industry or Commercial). Draft paper is due to NLGI at [nlgi@nlgi.org](mailto:nlgi@nlgi.org) by **April 22, 2025**.
- NLGI strongly encourages authors of abstracts not accepted for presentation to still submit their paper to [nlgi@nlgi.org](mailto:nlgi@nlgi.org) by **April 22, 2025**, for publication in a future issue of *The NLGI Spokesman*. Additionally, authors are encouraged to participate in the poster session at the Annual Meeting if applicable.
- Author(s) submit presentation slides to [nlgi@nlgi.org](mailto:nlgi@nlgi.org) by **May 6, 2025**.
- NLGI Technical Committee will review all papers and presentations for commercial content, typos, 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 (250 word max) and at least one reference to a book, article, etc.
3. Author(s) submit a draft paper in Word format to NLGI at [nlgi@nlgi.org](mailto:nlgi@nlgi.org) by **April 22, 2025**.
4. The NLGI Editorial Review Committee sends the 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, regarding all edits/changes.
6. Final presentation is due to NLGI at [nlgi@nlgi.org](mailto:nlgi@nlgi.org) by **May 6, 2025**.
7. For best printing quality, authors shall provide a JPG file for each table, chart or image; however, JPG files aren't required. Authors 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 40 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. Presenting author must be registered for the NLGI Annual Meeting. When registering, choose "Author" for discounted rate. Presenting author is also responsible for securing their hotel accommodations.



## 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](mailto: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° F (0° 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° F (0° C).