PWC SPEAKER GUIDELINES
www.paperweekcanada.ca

Dear Speaker,

We are pleased that you will be actively participating at PaperWeek Canada 2018

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

1. The complete detailed program is available at www.paperweekcanada.ca.
   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 January 19th**, *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 ASAP.

4. Your presentation:
   It **is mandatory** for all speakers to upload their presentation and/or manuscript to our management platform known as **EPAC**. Presentations are to be submitted as PowerPoint for Windows, manuscripts may be submitted as a Word or PDF document.

   You will shortly receive a separate e-mail directly from EPAC (epac@avexperience.ca), to the email address you provided, detailing the uploading procedures. Should you not receive the EPAC email by mid-January, please email EPAC directly at the email address above.

   The attached 'first slide template' (which is available on the EPAC website as well) is compulsory as the introductory slide; after this initial slide, you may opt for a design of your own choosing however, IMPORTANT NOTE: All PowerPoint presentations for Paperweek 2018 and onward will be projected in the **16:9 widescreen format**. It is important to prepare your slides in this format to ensure legibility and projection compatibility.

   As per the Call for Papers, acceptance of an abstract commits the presentation to the program and thus cannot be withdrawn; however, the speaker/presenter may be replaced.

We encourage you to upload on EPAC a **short bio** (around 100 words), as the Chair of your session might need and use to introduce you to the audience.

Deadlines for uploading are as follows:

- Please upload the first draft of your presentation as soon as you receive the email from **EPAC** containing the uploading procedures;

- Subsequent updates can be uploaded till **February 2nd**.
  *Reminder * -- as per point #3 no changes will be reflected after January 19th on printed materials*.

5. PAPTAC intends to produce a **Pre-Print CD** containing all the presentations/manuscripts received by the deadline. The cut-off to upload for inclusion in the Pre-Print CD is 5:00 p.m. (Eastern Time) **January 22nd[h]** (hard deadline).

   While this version will be the one featured on the CD, subsequently revised updated versions, if required, may be used at the conference. Updated versions will, obviously, only be available on line.

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 PaperWeek Canada 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 , 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.

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

Best Regards,

PAPTAC STAFF