PCIC Middle East Author's Instructions

1   Introduction

This document contains the basic instructions to be followed for the preparation and presentation of papers selected for the upcoming PCIC Middle East conference. Please make a copy of this document and refer to it when preparing your paper or presentation. Compliance with these instructions will ensure that your paper is presented at the PCIC Middle East conference. All information related to the development of papers is available on the Author's page of the conference website www.pcic-middle-east.com. Authors are encouraged to go to this page on a regular basis since information may be updated at any time.

All submittals are to be made to terence.hazel@pcic-middle-east.com, the PCIC Middle East webmaster. Any questions are also be addressed to the webmaster.

2   Conference Papers

The vision of PCIC Middle East is *to be the premier Middle East forum for the exchange of experience of practical applications of electrical and instrumentation technology in the Petroleum, Chemical and Pharmaceutical Industries.*

The papers to be presented at the PCIC Middle East conference will be selected among the abstracts received. The PCIC Middle East Technical Committee (Committee hereafter) chooses abstracts that best meet the objectives of the technical conference. In order to ensure that there are sufficient papers developed for the conference, the Committee selects more abstracts than paper slots. The Committee makes the final selection of completed papers for the PCIC Middle East conference based on the final papers received by the cut-off date shown on the time schedule. Any fully developed papers not selected for the conference are guaranteed a slot in the subsequent PCIC Middle East conference.

Please note that the paper must also have not been published or presented elsewhere prior to the PCIC Middle East conference.

3   Time Schedule

The time schedule is shown in a separate document on the Author's page. The authors activities are shown in rectangles, and the activites of the Committee are shown in italics. The cut-off dates are shown for each activity. Each activity is described below.

3.1   Abstract Submission

All abstracts are to be submitted using the Abstract Submittal form which is to be downloaded from the Author's page. An example of a filled-in abstract submission form is provided for guidance. The conference and abstract submission dates are already filled in and should not be changed. Guidelines for preparation of abstracts can be found in the document "How To Write an Abstract" on the Author's page.

3.2   Abstract Acceptance

The Committee will review all abstracts that were submitted and select those best matching the vision of PCIC Middle East. The authors of selected abstracts will be contacted and will be given two weeks to confirm that they will prepare the paper and present it at the upcoming conference in accordance with these instructions. *Only after having received confirmation from the author will the abstract be accepted for the upcoming conference.* The authors of all abstracts that were not selected for the upcoming conference will be will be notified after the final selection has been made. Accepted abstracts will be assigned a number which is to be used in all correspondence. This is the assigned number, prefixed by the year the conference is held, to be added by the author into second line under the paper title *Paper No. PCIC Middle East*.

Example: *Paper No. PCIC Middle East 2014-04.*

3.3 Draft Paper and PCIC Europe Copyright Form Submittal

Both of these documents are to be submitted no later than the date indicated in the time schedule.

Draft Paper: The draft paper for peer review must be submitted no later than the date indicated in the time schedule. The purpose of the draft is to allow peer review to be made of the paper. This means that the draft shall be about 80% complete and must include all of the sections that will appear in the final paper. The draft shall also include the introduction and the conclusions that will be in the final paper. Some figures, graphs or pictures may be missing in the draft but the author should indicate what they intend to include in the final paper, for example the author should write *"Author's remark to reviewers: A figure showing ... will be added in the final version."* The reference, vita and acknowledgements sections can be omitted in the draft version.

It is strongly recommended that the draft be in the PCIC Middle East format required for final papers. This format is provided in the document entitled "PCIC Middle East Paper Style" available on the Author's page. This makes it much easier to complete the draft to make the final paper and will avoid comments regarding formatting after the final paper has been submitted. Only final papers meeting the PCIC Middle East format requirements will be included in the conference program.

Copyright Form: The signed copyright form is due at the same time as the draft. It is available on the Author's page. The copyright holder is the PCIC Europe association registered in Switzerland (www.pcic-europe.eu).

3.4 Technical Review

The draft paper shall be peer reviewed by members of the Committee during a period of 6 to 8 weeks. The purpose of this peer review is to provide feedback enhancing the quality of the paper. All technical comments are to be considered as suggestions. All comments related to the PCIC Middle East policy on non-commercialism (see below) must however, be followed.

The authors will receive the review comments directly from the reviewer. Authors are encouraged to contact reviewers directly should any remarks require additional clarification.

3.5 Final Paper Submittal

Final papers shall be submitted in pdf format no later than the date indicated in the time schedule. The length of the final paper should be about 6 to 10 pages. Since the selection of papers to be presented at the upcoming conference will be based on the submission of the final papers, it is very important that this deadline be met. The Committee may have remarks regarding the final paper. These remarks will be normally be related to the formatting of the paper and compliance with the non-commercialism policy. These remarks must be incorporated and the final paper resubmitted.

3.6 Acceptance for the Conference

Authors will be informed no later than the date shown in the time schedule if their paper has been accepted for the upcoming conference. Only papers for which the copyright has been submitted can be accepted. Papers will be selected in order to have the best program for conference attendees. As mentioned above, all final papers not selected for the upcoming PCIC Europe conference will be guaranteed a slot in the subsequent PCIC Middle East conference.

A preliminary program will be sent to the authors with notification of acceptance. This program will show the probable time slot that has been allocated for each paper. This program will be finalized one month before the conference and may contain changes in the allocated time slots. The final program will be posted on the conference web site several weeks prior to the conference.

3.7 Author Registration

All of the authors attending the conference must register for the conference and pay the full conference fee. Registration by at least one author is required by the date shown in the time schedule. This enables the Committee to ensure that all papers will be presented at the conference and to be able to inform the presenter of any last-minute changes in the time slot allocated for their paper.

3.8 Presentation File

The "PCIC Middle-East Presentation File Template" on the Author's page is to be used. It has been designed to allow better viewing of the contents of the slides by those sitting near the back of the room.

A pdf version of the file to be used to present the paper at the conference will be submitted no later than the date shown in the time schedule. The purpose of this submission is to review the contents for compliance with the non-commercialism policy. This includes absence of logos, company names or product names in any films that are to be shown. The final version of the files used for the presentation (including any films) will be submitted at the conference to the Committee member who chairs the session in which the paper was presented. The presentation files are for PCIC Middle East records only, and will not be made available to attendees or any other persons or organizations.

3.9 At the Conference

The authors will use their own laptop computers to make the presentation. Please be sure that the screen saver or other screens that appear on the author's laptop do not have any company names or logos. Please have a backup on a memory stick in case of any problems.

The time allocated for the presentation of the paper is 25-30 minutes followed by a 10 minute question and answer period. Authors should limit the number of slides in their presentation to a maximum of 25. An extension of the allocated time is not permitted. Also, in keeping with good presentation practice, slides should contain a minimum amount of text.

Authors are requested to contact the Committee member who is in charge of the technical session in which the paper is to be presented. This should be done as soon as convenient after arriving at the conference venue. This will enable the session chair to give any last minute instructions to the presenters prior to their session.

4 Freedom from Commercialism

From the beginning, PCIC Middle East has been revered as a technical conference free from commercialism. In summary, the technical papers and the presentations will be free from commercialism by all authors whether affiliated with manufacturers, users, or contractors. It is acceptable to present valid technical data. It is not acceptable to show company logos, use company names, use trade names, use trademarks, use facility names, or use facility locations. This applies to written paper, the presentation file, and to the contents of the oral presentation. Company names may only be used together with the authors' names and email addresses at the start of the paper and the first slide of the presentation file. They may not be included anywhere else in the presentation file, including the information band in the bottom of the slides.