



**SPE**  
**ANNUAL BLOW MOLDING CONFERENCE**  
**OCTOBER 8-9, 2008**  
BARTLESVILLE COMMUNITY CENTER  
& CHEVRON-PHILLIPS TECHNICAL CENTER  
BARTLESVILLE, OKLAHOMA

## **Speaker Guidelines for Annual Blow Molding Conference**

These guidelines have been prepared in an effort to facilitate the preparation of talks for the blow molding conference as well as to assure a relative uniformity of the talks.

**DEADLINES: (email all forms to Deirdre Turner, Conf. Coordinator at: [dcturner@earthlink.net](mailto:dcturner@earthlink.net) )**

1. Completed Speaker Form and Biography due – **July 1st**
2. Electronic copy of PowerPoint presentation due – **August 1<sup>st</sup>**

**Receipt of your presentation and speaker/bio forms by July 1st is necessary to permit time for review and preparation of conference materials.**

### **PRESENTATION CONTENT:**

- Content should contain the newest and latest advances in technology.
- The content should not be in the form of a direct sales pitch.
- Presentations should contain no content that may be considered offensive to any group. Please be careful. If you are not sure, ask the opinion of the Conference Chair or a colleague.
- Only one slide is recommended to describe your company.
- Try to limit your presentation to the time provided. 20-25 minutes is a good length. Be sure to include time for Q&A from attendees.
- Use master slide as template for your presentation information

### **A TYPICAL PRESENTATION OUTLINE COULD INCLUDE:**

- Title slide: Title, name of speaker, organization
- Objective
- Content should contain the newest and latest advances in technology
- Introduction including what's new
- Theory and background
- Methodology (equipment and procedure used)
- Results and discussion
- Recommendations for future work
- Credits and acknowledgements

### **CONSIDER THE FOLLOWING GUIDELINES FOR INDIVIDUAL SLIDES**

- The slides should make maximum use of visual tools.
- There should be no more than 3 or 4 bullets per text slide.
- Make graphs and tables as large and legible as possible.
- Minimize the number of equations. Give a reference instead.
- Careful with abbreviations, especially those not known by all.
- Label the parts in photographs and figures.
- Whenever possible, use transition slides for changing topics.
- Reference to any commercial item is to be made generically in future slides. e.g. Resin A.

## DELIVERY:

- Presentations should be in a power point format. Speeches should be avoided, except for lunchtime talks.
- Remember that not everyone in the audience has a perfect view and that some will be color-blind.
- Use a laser pointer and be careful not to aim at someone in the audience.
- Maintain eye contact
- Speak clearly and loudly
- Don't read from the slides.
- Give audience time to read the slide

## LOGISTICS:

- Please confirm your presence to the Conference Chair at the beginning of the conference as well as to the moderator before the session.
- Bring a CD and/or a USB back-up of your presentation, or your own laptop just in case, especially if video clips are used.
- Test your presentation at the break just to make sure. Please go to the room where you are to present at the end of the session immediately before you present. Your moderator will meet you there to go through logistics. IF there are any computer problems it would be best to find them now. We don't have any IT staff on site, but we'll have experienced people around who should be able to help. If you are presenting in the first session of the morning, get to the session about 30 minutes prior to the start to check out your equipment.

## TRAVEL INFORMATION

**CONFERENCE VENUE:** Bartlesville Community Center  
300 SE Adams Boulevard  
Bartlesville, OK 74003  
Tel: 800-618-2787  
Website: <http://www.bartlesvillecommunitycenter.com>

### AIR TRAVEL:

Tulsa International Airport (45 mins. from the Community Center and greater downtown area).  
Tel: 918-587-4141 - Website: [www.tulsaairports.com](http://www.tulsaairports.com)

### HOTEL LISTINGS:

**The following hotels have a room block reserved for the Conference.  
Please mention ABC when making reservations.**

- **Inn at Price Tower**  
510 SE. Dewey; Bartlesville, OK 74003  
Phone: (918) 336-1000  
\$85 + tax (Cut-off Date 9/22/08)  
Website: <http://www.pricetower.org/innatpricetower/>
- **Hampton Inn**  
130 SE Washington Blvd.; Bartlesville, OK 74006  
Phone: (918) 333-4051  
\$80 + tax (Cut-off Date 9/05/08)  
Website: <http://www.hamptoninn.com/en/hp/hotels/index.jhtml?ctyhocn=BTVOKHX>

- **LaQuinta Inn**  
1410 SE Washington Blvd.: Bartlesville, OK 74006  
Phone: (918) 766-0900  
\$65 to \$99 + tax (Cut-off Date 9/15/08)  
Website: <http://www.lq.com/lq/properties/propertyProfile.do?ident=LQ6140&propId=6140>
- **Microtel Inn & Suites**  
2696 SE Washington Blvd.; Bartlesville, OK 74006  
Phone: (918) 333-2100  
\$53.10 to \$79.00 + tax (Cut-off Date 9/22/08)  
Website: <http://www.microtelinn.com/reservations/locationdetail.asp?facid=3780>

**Additional Hotels (no room block reserved)**

- **Hotel Phillips**  
821 S. Johnstone; Bartlesville, OK 74003  
Phone: (918) 336-5600  
Website: <http://www.hotel-phillips.com/>
- **Best Western**  
US Hwy 75 & State Street; Bartlesville, OK 74006  
Phone: (918) 335-7755  
Website: <http://www.bestwesternoklahoma.com/hotels/best-western-weston-inn/>
- **Holiday Inn Express**  
Bartlesville, OK 74006  
Tentative Opening Date of 9/15/08  
Website: [http://www.ichotelsgroup.com/h/d/ex/1/en/home?&cm\\_mmc=mdpr- - superpages- -cpc- -ex](http://www.ichotelsgroup.com/h/d/ex/1/en/home?&cm_mmc=mdpr- - superpages- -cpc- -ex)
- **Hilton Garden Inn – Tulsa Airport**  
Phone (918) 838-1444  
Website: <http://www.hiltongardeninn.com/en/gi/hotels/index.jhtml?ctyhocn=TULAHGI>
- **Radisson Inn – Tulsa Airport**  
Phone (918) 835-9911  
Website: <http://www.radisson.com/tulsaok>