

1974 CONFERENCE

POLLUTION CONTROL ASSOCIATION OF ONTARIO

Information and Requirements
for Conference Speakers

The following is presented to assist us in preparing for the conference and for your guidance in the preparation and presentation of your paper:

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| Title of Paper and Author(s) | Please indicate <u>as soon as possible</u> the title of the paper and the author's name, title and affiliation for our printed program and pre-conference flyers. If there is more than one author, the speaker should be identified. |
| Abstract | An abstract of approximately 200 words should be submitted by February 28, 1974. The abstracts are to be bound into a booklet and made available to conference registrants when they register. |
| Biographical Sketch | A short biographical sketch of the author should accompany the abstract. This is used by the session chairman to introduce the speaker. |
| Pre-Conference Copies of Paper | Ten copies of the paper should be submitted by April 19, 1974. One copy will be used for our Proceedings which are to be published after the conference. The other copies are for the news media which will not be released until the day of presentation. After the presentation, the audience usually appreciates copies of the paper. Supplying these is left to the discretion of the author. |
| Visual Aids | Projector, projectionist, blackboard and pointers will be available. <u>Please forward information on sizes and types of slides and projectors needed or any other visual aid requirement as soon as you have determined what you will be using.</u> Slides depicting charts or numerical data should be such as they can be easily read from the rear of a large hall. |