Welcome to the NACE CORROSION 2018 Technical Committee Symposia!
The success of the NACE technical committee symposia is made possible through your contributions and your volunteer efforts.

Authors: Your paper will be peer reviewed and published as part of the CORROSION 2018 conference proceedings. Additionally, if you are a presenting author, you are eligible to receive a one-day complimentary registration at CORROSION 2018 on the day of your presentation. Presenting authors and symposium officers are also invited to attend a Speakers’ Breakfast on the day of your symposium, where the Symposium Chair and Vice Chair can talk with presenting authors before the symposium, and conference audio visual staff will provide instructions on using the audio visual system.

Symposium paper reviewers are responsible for assisting the Symposium Chair in approving the content and quality of symposium papers and making sure that they comply with the style guidelines outlined in this manual. Papers should not include the use of tradenames or commercialism.

The Annual Conference Program Committee (ACPC) oversees all technical committee symposia. Each symposium in the technical program is sponsored by one or more of the NACE technical committees. These technical committees are organized within three general groups, Industry-Specific Technology (N), Cross-Industry Technology (C), and Science (S). There are five ACPC representatives (called Program Coordinators) who are assigned to each of the three general groups. A list of symposia that will be held at CORROSION 2018 can be found on the NACE Web site.

Thank you once again for your participation with CORROSION 2018 Technical Committee Symposia.

Sincerely,

Kimberly-Joy Harris
ACPC Chair
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Time/Duration</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 6 to May 8, 2017</td>
<td>9 weeks</td>
<td>Call for Papers</td>
</tr>
<tr>
<td>May 9 to June 19, 2017</td>
<td>6 weeks</td>
<td>Symposium Chairs Accept/Reject Papers</td>
</tr>
<tr>
<td>July 3, 2017</td>
<td>2 weeks</td>
<td>Symposium Chairs to Send Complete List of Reviewers to NACE Staff</td>
</tr>
<tr>
<td>August 14, 2017</td>
<td>6 weeks</td>
<td>Symposium Chair Assigns Reviewers to Specific Papers in System</td>
</tr>
<tr>
<td>September 18, 2017</td>
<td>13 weeks between acceptance notification and draft paper deadline</td>
<td>Draft Paper and Biographical Information Deadline</td>
</tr>
<tr>
<td>October 30, 2017</td>
<td>4 weeks</td>
<td>Reviewer Deadline to Submit Comments to Symposium Chairs</td>
</tr>
<tr>
<td>November 20, 2017</td>
<td>3 weeks</td>
<td>Symposium Chair Deadline to Send Comments to Authors and Resequence Papers (if desired)</td>
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</table>
| December 18, 2017              | 4 weeks                                            | Final Paper Deadline for Authors and Copyright Assignment Agreement Deadline  
**NOTE:** Paper will not be published without signed copyright assignment |
| December 22, 2017              |                                                   | Symposium Chairs to Arrange Presentation Order in Paper Trail         |
| January 8, 2018                | 3 weeks                                            | Deadline for Symposium Chairs to Send Comments to Authors on Final Papers |
| January 22, 2018               | 2 weeks                                            | Deadline for Authors to Return Corrected Papers for Final Approval    |
| January 29, 2018               |                                                   | Deadline to Notify NACE Staff of Changes for Final Program Printing   |
| February 5, 2018               | 2 weeks                                            | Symposium Chair Deadline to Mark Final Papers as Approved             
**NOTE:** Papers not approved by this date will not be published in proceedings |
| March 12, 2018                 | 5 weeks out                                         | Authors Deadline to Upload Presentation Slides for Review by Vice Chairs |
| March 19, 2018                 | 4 weeks out                                         | Vice Chair to Provide Feedback on Presentation Slides                |
| March 26, 2018                 | 3 weeks out                                         | Authors Deadline to Upload Revised Presentation Slides for Review by Vice Chairs |
| April 2, 2018                  | 2 weeks out                                         | Vice Chair Deadline for Approving Presentations                      |
Important: Requesting Extensions

- **Insufficient time to prepare a written paper is not a valid reason for missing the paper submission deadline.** In *extreme* cases, a deadline extension may be requested by a Symposium Chair and/or the Program Coordinator.

- The author should immediately contact the Symposium Chair. If the Symposium Chair agrees to grant an extension for a draft paper, he or she will send his/her approval to the author and simultaneously notify NACE staff.

- In the case of a final paper, the Symposium Chair will forward the request to the appropriate Program Coordinator for approval.

- **NACE staff must be notified of any extensions by the person granting the extension.** Requests for extensions must be approved by the Symposium Chair or Program Coordinator at least 3 days before the deadline.

- A maximum draft paper deadline extension of two weeks is allowed, and only ONE deadline extension may be requested during the entire process. For example, if you request an extension to upload your draft paper, you cannot receive an extension for the final paper deadline.

**Assignment of Copyright.** A signed/digitally accepted copy of the official NACE Copyright Assignment Form must be submitted to NACE Headquarters before the final paper is uploaded. In accordance with NACE Publications policy, this form may not be altered, nor can other copyright transfer forms be accepted. The paper will not be published without the NACE Copyright Agreement. If a NACE Copyright Agreement is not submitted, the paper will be withdrawn and the author is unable to present their work at the CORROSION conference.

Who Do I Contact if I Have Questions?

**Symposium Chairs and Vice Chairs**

The Symposium Chair is responsible for the actual organization of the symposium and will be the main point of contact for authors. If he or she cannot be reached, questions should be directed to the conference personnel in the following order: Symposium Vice Chair, Program Coordinator, ACPC Chair, and ACPC Vice Chair. If these officers cannot be reached, please contact Jacob Adams (281-228-6405, e-mail papers@nace.org).

Symposium Chair and Vice Chair information is available through Paper Trail, and NACE staff can also provide this to you. If you need to get in touch with your Program Coordinator or ACPC Chair or Vice Chair, please use the NACE Web site to contact them. NACE staff can also provide you with their contact information.
Responsibilities of Symposium Chairs

- Review and approval/rejection of abstracts in a symposium;
- Selection and assignment of paper reviewers for each paper in the symposium;
- Sequencing papers in the order he/she would like them presented;
- Granting up to two-week extensions for draft papers and communicating any extensions with NACE staff;
- Requesting permission from Program Coordinator to grant up to two-week extensions for final papers, and communicating extensions with NACE staff;
- Approval/rejection of draft papers and final papers;
- Resequencing papers to finalize the order of presentations and reviewing the symposium schedule after times are assigned to papers;
- Collecting biographical information form presenting authors before the symposium.
- Authors are responsible for submitting copyright forms, but chairs should check to make sure authors have submitted them so the papers will be published.
- Communicate with Vice Chair to update on status of symposium and request assistance, if needed.
- Attend Speaker Breakfast on day(s) of symposia at CORROSION.

Responsibilities of Symposium Vice Chairs

- Be able to step in for the Chair when they are not available to address Authors concerns;
- Review symposia schedule for advance program;
- Comment on draft papers, if requested;
- Review PowerPoint Presentations for All Presenters (must be reviewed for commercialism, correct formatting, etc.);
- Communicate with Chair to update on status of symposium and request assistance, if needed.
- Review revised presentations in speaker ready room on-site at CORROSION.
- Attend Speaker Breakfast on day(s) of symposia at CORROSION.

NACE Staff

NACE’s staff’s function is administrative. Staff members are available to help answer questions concerning deadlines, extensions, paper or presentation format, copyright forms, and navigation of the online system. General inquiries should be sent to papers@nace.org. Staff members assisting with the symposia include:

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Jacob Adams, Symposium Manager</td>
<td>Responsible for all technical committee and research symposia. Staff liaison to the Annual Conference Program Committee (ACPC). Enters symposium information in Paper Trail, creates symposium schedule, and answers questions. Please send changes in officer assignments and changes in presenting authors to <a href="mailto:papers@nace.org">papers@nace.org</a>.</td>
</tr>
</tbody>
</table>
The Symposium Papers Process

Step 1: Abstract Submission
NACE uses an online system, Paper Trail, through which authors may submit their abstracts. Prospective authors who wish to present a paper should submit a paper title, complete author contact information, an abstract (150 to 200 words), and key words. You must submit complete contact information for each co-author. The system will not allow you to save and submit incomplete address information. However, up until the close of the Call for Papers, primary authors can enter additional co-authors, provided that full address information is submitted. **IMPORTANT: Secondary authors must be entered into the Paper Trail system to appear in the final program and on the Web when presentation times are published.**

The deadline for authors to submit their abstracts for the CORROSION 2018 symposia is May 8, 2017. Authors will be notified about the acceptance or rejection as the Symposium Chairs review and mark the abstracts. This process should be completed by Monday, June 19, 2017. This manual contains guidelines to follow once your abstract is accepted. **You are encouraged to add the deadlines found on page 2 of this Manual to your personal calendar. This will ensure you do not miss deadlines throughout the process.**

Rating of Abstracts

Following the conclusion of the Call for Papers, the chair will be directed to rate submitted abstracts on a scale of 1 to 5 (5 being the highest) using the following criteria:

-- Does the paper relate to the subject of the symposium?
-- Is the title appropriate for the content of the abstract?
-- Does the abstract suggest that quality technical work was performed?
-- Is the paper non-commercial in nature?
-- Is the paper rehashing old information?

Online Training Module

Once an author receives notification that their abstract has been accepted, they should review this manual in addition to the online training module that have been created for CORROSION participants. The new training module is an archived webinar that will discuss the requirements for successfully submitting a draft paper, final paper, and presentation slides as well as a tutorial on how to use the Paper Trail system. The link to the webinars will be sent to all accepted authors in early July 2017 via email.

Step 2: Preparation of Draft Papers

Accepted authors will be sent a link to the Author’s Page, where they may download a template for writing their symposium paper. The style guidelines for NACE technical papers are very important and must be followed. The Microsoft Word template found in the ‘Resources’ tab of the Paper Trail system includes the necessary style guidelines. Note: If the author changes the margins, font size, font type, etc. within the template, it is not guaranteed to adhere to the checklist and guidelines outlined in this manual. The requirements have been revised for CORROSION 2018 and have been streamlined to improve the process for authors and reviewers. Style guidelines are located on pp. 7-11. **Please note: Authors should not present the same paper/topic in multiple symposia at CORROSION 2018. There is no limit on how many unique papers/topics authors can present, it just cannot be duplicated in multiple technical symposia. If you have submitted the same topic to multiple symposia and both abstracts were accepted into their respective programs, please contact Jacob Adams (papers@nace.org) as soon as possible to resolve the issue.**
Checklist for Papers

☐ Does the paper exceed 15 pages? Papers shall not exceed 15 pages unless the Symposium Chair requests permission from the ACPC Chair and NACE staff, and the ACPC Chair approves. This should be identified in the draft paper process. The Symposium Chair does not have the authority to approve a paper length extension.

☐ Does the paper lack commercial bias? ****Definition of a Trade Name - The name given by a manufacturer or merchant to a product, process, or service to distinguish it as made or sold by the concern which may or may not be used or protected as a trademark. Trade name also refers to any name under which the concern does business (e.g., company name, association, organization, etc.)." This definition includes company names in addition to product, process or software names, URL (Web) addresses, and does not exclude names that are not necessarily copyrighted or have a trademark.

☐ Is the paper written for the reader of a technical journal and not in the vernacular of a speaker?

☐ Are the title, abstract, tables, figures, and figure captions free of trade names/company names? Trade names/company names (if they are absolutely necessary) are allowed only ONCE in the paper text and must always be footnoted.

☐ Did the author obtain written permission from copyright holders if he or she used copyrighted material (as well as acknowledge the source and copyright holder in a footnote)?

☐ Is the paper single-spaced?

☐ Does the paper include an abstract, introduction, and a summary or conclusions? (A good paper also usually has experimental procedure, results, acknowledgments, and references.)

☐ Do all cited materials in the paper (including standards) include a reference number, and are the cited materials listed in the “References” section?

☐ Do all of the figures have captions? Do all the tables have headings? Do the headings and captions follow the format given in the Technical Program Manual?

☐ Are photos contained in the paper suitable for viewing in black and white as well as color? While color is suitable for the electronic version of the paper, it must also be able to be produced in black and white.

☐ Are actual units of measurement (U.S. customary or metric) given first, followed by the metric equivalent if the unit is a U.S. customary unit?

☐ Did the author adhere to the guidelines contained in this manual for producing a PDF file? It is important that fonts be embedded in the electronic file for it to be read/displayed as intended by the author.

If your answer is “NO” to any one of these questions, authors should double-check the format and style instructions.
**CONTENT**

**Audience:** The paper should be written for the reader of a technical journal, not in the vernacular of a speaker.

**Title:** Center on page. When writing a title, you should only use capital letters for the principal words. Do not use capital letters for prepositions, articles or conjunctions unless one is the first word.

No trade names/company names may appear in the title of the paper.

**Author Information:** Center on page, and include author’s name, company, and address. To condense the amount of space used, e-mail addresses may be listed only for the primary author, with no telephone numbers.

**Abstract:** A 150 to 200 word abstract should concisely state the significant contributions of the paper.

No trade names/company names may appear in the abstract of the paper.

**Key words:** A list of relevant key words should be included after the abstract to facilitate searches.

No trade names/company names may appear in the key words of the paper.

**Use of Association Names:** The use of association names (e.g., ASME, ANSI, API, PRCI, ASTM, ISO, DOT, PHMSA) is permitted. A footnote must be used with association names, and the full name and address of the association must be cited in the footnote.

**Format**

**Paper Length:** Papers shall not exceed 15 pages unless the Symposium Chair requests permission from the ACPC Chair, and the ACPC Chair approves.

**Page Numbering:** Please do not add page numbers to your paper.

**Font and Spacing:** Font size should be 11 or 12. Arial and Helvetica fonts should be used. Paper must be single spaced.

**Paper Size:** Standard sized letter paper (8.5 x 11 in. [216 x 279 mm]) must be used.

**First-level headings:** Headings for major sections of the paper should be centered in all capital BOLD letters (ABSTRACT, INTRODUCTION, etc.). Do not number or underline this heading.

**Use of Graphic Materials:** Graphic materials from other copyrighted sources may only be used when written permission has been obtained by the author from the copyright holder; and source and copyright holder have been properly acknowledged in a footnote.

**Footnotes:** Footnotes should be noted in the text with a superscript number in parentheses to differentiate them from reference numbers (i.e., (1), (2), (3), etc.) and numbered consecutively throughout the paper.
Experimental Procedure

Explanation of how the equipment was used/how tests were conducted. Any unusual test procedure should be explained; the development of experimental equipment should be discussed, with illustration, if possible; evaluation of equipment and its application may be included.

Tables: All graphic elements in tabular form shall be designated as a “Table.” No trade names/company names may appear in tables or headings.

Results: Results should be presented in the clearest form, whether it is text, graphs, or tables. The text should be used to give essential information on illustrations. All terms used in text, tables, and graphs should be defined.

Results and Discussion

Optical micrographs of pre-oxidized alloy samples after CO exposure are shown in Figure 1. These samples were all polished before pre-oxidation as described earlier. Optical imaging of polished samples before oxidation and CO exposure could not be obtained due to their mirror-like finish, so an image of an as-received, unexposed alloy specimen (Figure 1[a]) was included for comparison. All the CO-exposed samples manifest presence of solid carbon on the surface, although less apparent from optical micrographs in the case of samples that underwent pre-oxidation at the highest temperature (Figure 1[d] and [g]).
Use of UNS Numbers: If they have been assigned, Unified Numbering System (UNS)(1) numbers, specification numbers, or chemical compositions must be used in place of material trade names on first mention. Generic names may be used thereafter.

Use of Metric Units of Measurement: The actual unit of measurement (U.S. customary or metric) shall be given first. If this is a U.S. customary unit, it shall be followed by its metric equivalent in parentheses. If the actual measurement is in metric units, no U.S. customary conversion is required. The use of metric units is preferred and must conform to those defined by ASTM SI 10.

Do NOT use hash marks to show measurements (e.g., 1" for 1 inch).

Use of Trade Names: Generic names shall be used in place of trade names. Trade names shall not appear in the title, abstract, tables, figures, or captions.

A trade name may be used only ONCE in the text of the paper and must be identified with a footnote that states “Trade name.”

Citing References: References should be numbered consecutively throughout the text with superscript numbers without brackets or parentheses, and should be located after the punctuation.

The corresponding list of references should be at the end of the text following the acknowledgments.

Citing Standards: Standards are considered references and must be assigned reference numbers and cited in the “References” list at the end of a paper. (e.g., ANSI/NACE MR0175/ISO 15156, NACE Standard TM0177, NACE SP0502, API 5L, ASME B31.8)

****Definition of a Trade Name****
The name given by a manufacturer or merchant to a product, process, or service to distinguish it as made or sold by the concern which may or may not be used or protected as a trademark. Trade name also refers to any name under which the concern does business (e.g., company name, association, organization, etc.). This definition includes company names in addition to product, process or software names, URL (Web) addresses, and does not exclude names that are not necessarily copyrighted or have a trademark.

The damage state parameter was calculated for each of the three sensor nodes included in the 172 data sets according to Equation 4. The average damage state parameter was then calculated by averaging the three sensor node damage state values. The average damage state parameter was correlated to the coating defect area (R² = 0.67) (Figure 23). The data was best fit using a three parameter sigmoidal function, although a logarithmic fit given in the figure. This empirical fit, using readily measured impedance data, is another approach to in-situ coating characterization that can be used to more simply assess coating damage.

\[ n = \frac{\log(Z_a) - \log(Z_f)}{\log(Z_a) - \log(Z_b)} \]  
\( n > 0.9045 \text{eqn}(0.5356) \)  
\( R^2 = 0.87 \)

**Figure 23:** Plot of average damage state parameter relative to the coating defect area for 172 data sets. Logarithmic fit is given; however, a sigmoidal function is more appropriate and statistically significant fit.

### CONCLUSIONS

It has been demonstrated that two electrode impedance measurement techniques using simple sensing electrodes can be used to predict coating defect size and relative location. The sensor measurements can be used in combination with artificial neural network algorithms to achieve an automated coating damage prediction. Other methods for accommodating changing tank conditions using data normalization and regression modeling with dimensionless damage state parameters are strategies that may also support coating condition assessment.

**Future Work**

Although voltage was demonstrated to be dependent on coating defect area, the initial ANN work has focus on using electrochemical impedance over a range of frequencies to characterize the coating condition. It is expected that these and other inputs such as phase, solution conductivity, and temperature may all be useful in determining coating condition and level of cathodic protection.

### ACKNOWLEDGEMENTS

This material is based upon work supported by the Naval Sea Systems Command (NAVSEA) under Contract No N00167-11-P-0430. Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Naval Sea Systems Command.
## Style Guidelines for Symposium Papers

### CONTENT

**References:** All references should be listed numerically in the order cited.

### FORMAT

#### Sample Standard Reference
Name of standard (latest revision), “Title of Standard” (City of publisher, State of publisher: Name of publisher).

#### Sample Book Reference
Author's or Editor's initials, Author or Editor's last name, Book Title, Edition number (City of publisher, State of publisher: Name of publisher, Year of publication), Page number(s).

#### Sample Report Reference
Name of report (latest revision), “Title of Standard or Report” (City of publisher, State of publisher: Name of publisher).

#### Sample Journal Article Reference
Author's initials, Author's last name, “Title of Article,” Name of Periodical Volume number, Issue number (Date of the volume): Page number(s).

#### Sample Conference Paper Reference
Author's initials, Author's last name, “Title of Paper,” Name of Conference, paper number (City of publisher, State of publisher: Name of Publisher, Date of Conference/Publication), Page number(s).

### REFERENCES

1. **NACE SP0390** (formerly RP0390) (latest revision), “Maintenance and Rehabilitation Considerations for Corrosion Control of Atmospherically Exposed Existing Steel-Reinforced Concrete Structures” (Houston, TX: NACE).


14. **NACE SP0290** (formerly RP0290) (latest revision), “Impressed Current Cathodic Protection of Steel in Atmospherically Exposed Concrete Structures” (Houston, TX: NACE).

15. **NACE SP0409** (latest revision), “Cathodic Protection of Reinforcing Steel in Buried or Submerged Structures” (Houston, TX: NACE).


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© ASTM International (ASTM), 100 Barr Harbor Dr., West Conshohocken, PA 19428-2959.
Step 3: Send Biographical Information to Symposium Chairs

Authors are required to upload biographical information through the Paper Trail system for the Symposium Chair to use to introduce them before their presentations. This task should be completed when the draft paper is uploaded on or before September 18, 2017.

Step 4: Draft Paper Review

Primary authors whose abstracts have been accepted will be given access to the online system and to the Authors' Web site, which provides them with a template to aid in the preparation of their drafts. The author is responsible for preparing a draft and submitting it through the online system before September 18, 2017.

The paper reviewers (who have been assigned by Symposium Chairs) will review papers between September 19 and October 30, 2017. The reviewers will submit their comments using the online system. Please note: Paper reviewers should use the Paper Checklist and Style Guidelines (pg. 6-11) when reviewing papers. Any paper that fails to meet the checklists requirements should be marked as “Returned for Revisions” and the reviewer should offer comments to the author on what must be revised prior to publication in the conference proceedings. Paper reviewers are responsible for identifying commercial bias in presentations. An explanation of commercialism and trade names can be found on page 9 of this manual.

The deadline for Symposium Chairs to review and transmit comments to authors is November 20, 2017. Both Reviewer and Symposium Chair comments must be addressed.

Step 5: Final Paper Review

After authors have addressed any comments that have been transmitted to them and have made corrections to their draft papers, they must upload a final paper in the online system in PDF format, which the Symposium Chair will review and approve. Any PDF files that are not marked as “Final Approved” in the online system by the Symposium Chair are not considered approved. Please refer to the Checklist for Papers on p. 6 to ensure that all style requirements have been met.

Copyright forms MUST be submitted; the paper will not be published without a valid copyright assignment form. Alternate forms are not acceptable. (See notation on form if author is a government employee.) Authors must submit all signed copyright forms to NACE Headquarters by this date. Papers will not be published without a signed copyright form. Authors will be prevented from presenting at CORROSION if a final paper is not submitted for publication. Authors should plan accordingly to ensure they have received all necessary permissions from employer to complete the copyright form by the deadline. The inability to submit the copyright form due to insufficient time is not a valid excuse.
Preparation of PDF Files

No file security should be set on any files. All fonts must be accurately embedded in the PDF file. Non-English fonts (Asian fonts), if not embedded correctly, will be substituted automatically by a different font, causing possible inaccuracy in the content of the document. Moreover, files that contain Asian fonts are usually not searchable.

Using Microsoft Word 2010, to create a PDF file with embedded fonts, you must save the Word file as a Postscript (.ps) file first. Once you’ve done this, open the program Adobe Distiller. Go to the “Settings” menu at the top and select “Edit Adobe PDF Settings.” This will take you to a new window. Select the “Fonts” tab and check the box that says “Embed All Fonts.” Then, click OK. Afterward, you may use Adobe Distiller to create a PDF and it will embed your fonts. NOTE: If other versions of Microsoft Word or word processors are used, this process may be different.

File Size

The online system can accept files that are up to 30 MB. It has been our experience that in almost all instances when an author cannot upload a file because of file size, there is a limitation set on his or her computer that limits the size of files. Sometimes uploading files from home rather than work solves this problem.

Step 6: Preparation of Presentations

Once final papers have been approved, authors will be ready to prepare their presentations. PowerPoint is the preferred program for presentation slides. If an author would like to use an alternative delivery method, please contact NACE staff. All presentations must be submitted through the Paper Trail system. Please note: Authors should not present the same paper/topic in multiple symposia at CORROSION 2018. There is no limit on how many unique papers/topics authors can present, it just cannot be duplicated in multiple technical symposia. If you have submitted the same topic to multiple symposia and both abstracts were accepted into their respective programs, please contact Jacob Adams (papers@nace.org) as soon as possible to resolve the issue.

Style Guidelines for Presentations

Time Schedule: The default presentation time is 20 minutes. Five minutes at the end of the presentation should be reserved for questions and discussion. NACE Headquarters will set the starting times and inform authors of the time schedule. The author must present at the time that is printed in the final program. A “speaker timer” is used on the podium to maintain the schedule.

Commercialism: Commercialism in the presentation (e.g., references to trade names, company names, product names, etc.) must be avoided. No more than one reference may be made to any product, company, etc., in the presentation of papers, and the Symposium Chair has the responsibility of interrupting the symposium and stopping the speaker if this occurs.

Handouts: Handouts are not permitted.

Recordings: No recording is allowed during the technical symposia.

PowerPoint Template: Presentations should not be created using their own company templates that include logos or names embedded in the slide. The company name and logo of the presenter should be only listed ONCE in the presentation slides. It can be included on the title slide or at the end on an acknowledgment slide. This is to avoid excessive use of company names, logos, and tradenames.
**Format:** Simplicity is key. Below are some recommendations for preparing your presentation.

1. Company names and logos must not appear on more than the first OR last slide.

2. Written information: no more than *6 to 7 words* on a line; no more than *6 to 7 lines* vertically.

3. Fonts and font sizes used for text and numbers must be readable in a large symposium room. Recommended fonts are sans serif such as Arial or Helvetica. The minimum font size should be 20 point.

4. Tabulated data: (graphs, bar charts, or curves are easier to follow) no more than *3 columns* of numbers; no more than 8 lines vertically.

5. Graphs: *no grid lines*; on ordinate and abscissa lines, show small hash marks for main units only, e.g., 0-5-10-15-20. Identify ordinate and abscissa parameters simply: I for current, E for voltage, T for time, etc. If you use words, do not exceed one word each. No more than *3 curves* on one slide. Preferably, each curve should be a different color; if black and white, each curve should be different, e.g., solid line, line of dashes, line of dots and dashes. Simple identification of each curve.

6. A combination of upper- and lower-case letters is more legible than all caps.

7. Use *light* color lettering against *dark* background; letters should *contrast* with background. White letters on dark blue is best.

8. Use *landscape* orientation for all slides.

**Step 7: Presentation Review**

Authors are asked to upload their presentations into the online system. It is the Symposium Vice Chair who reviews these presentations and approves them through the online system. Vice Chairs must review the initial draft presentation by March 19, 2018. Guidelines for the presentations are provided in the following checklist:

**Checklist for Presentations**

- Did you use the PowerPoint template approved by NACE International for use at CORROSION? This template can be found in the 'Resources' tab of the Paper Trail system.

- Are there too many slides for the assigned length of the presentation?

- Are the visuals too detailed for quick comprehension or is copy material too small to be seen in a large room? (Smaller than a 16 point font.)

- Do your slides comply with the instructions given in this manual (e.g., does the company name or logo appear on more than one slide)? Company names and logos must not appear on more than the first OR last slide (not both).

- Do the visuals lack commercial bias? **Definition of a Trade Name** - The name given by a manufacturer or merchant to a product, process, or service to distinguish it as made or sold by the concern which may or may not be used or protected as a trademark. Trade name also refers to any name under which the concern does business (e.g., company name, association, organization,
etc.).” This definition includes company names in addition to product, process or software names, URL (Web) addresses, and does not exclude names that are not necessarily copyrighted or have a trademark.

☐ Is the readability of the slides affected by the color of the font against the background?

☐ Are the title, figures, and figure captions free of trade names? Trade names (if they are absolutely necessary) are allowed only once in the presentation text and must always be footnoted.

If your answer is “NO” to any one of these questions, the author should double-check the format and style instructions and make corrections.

Authors who do not submit their presentations through the online system are responsible for contacting the Symposium Vice Chair before CORROSION and having their presentations approved.

What if an Author Is Unable to Give His or Her Presentation?

If a substitute speaker is needed, the author should inform the Symposium Chair and NACE staff. The substitute should be one of the paper's coauthors. If the coauthor is not available, the lead author, with the agreement of the Symposium Chair, may recommend a surrogate who can effectively present the material.

Step 8: When You Arrive on Site at CORROSION

All presenting authors should visit the Speaker Ready Room at least one day before their presentation. If this is not possible, you should visit the Speaker Ready Room at least 2 hours in advance. Please review your presentation to be sure that it looks as it did when you prepared it. If there are problems, audio visual (AV) staff will attempt to help you resolve the problem.

Authors are strongly encouraged to bring a backup copy of their presentations on a flash drive or to have a copy in their email so it can be accessed at CORROSION.

Authors should plan to attend the Speakers’ Breakfast on the day of their symposium, where they will meet with their Symposium Chairs and Vice Chairs as well as with other authors in their symposium.

The ACPC Chair and Vice Chair will give pointers about the symposium, and a representative of the Audio Visual staff will give a presentation about the equipment in the symposium rooms.