**AADE 2022 Fluids Technical Conference and Exhibition**

**April 19-20, 2022**

**Marriott Marquis, Houston, Texas**

**Note to Authors:** *The AADE Fluids Technical Conference committee has accepted and scheduled a limited number of “alternate” papers and presentations. These papers may be used to fill vacant slots arising due to inability of an author to submit and/or present. Should any paper or presentation be late or deemed to be too commercial, an alternative paper and presentation may be substituted. To avoid this situation, please follow the Instructions and Checklist below as well as those on the “AADE Paper Template” and work closely with the session chair.*

**Author Instructions and Checklist**

**Overseas Authors:** Please be advised that due to possible problems with visas and other travel issues, overseas authors have been requested to identify and advise the AADE of the name, affiliation and contact details of a U.S.-based associate who may make the presentation if you are unable to be present. If you have not already done so, please send details to [mdimataris@outlook.com](mailto:mdimataris@outlook.com). Acceptance of your submission is dependent on this requirement being met and delay in doing so may result in your acceptance being withdrawn.

**A word about “Commercialism”:** AADE allows some commercial content, but requests that commercial content be very limited. AADE audiences are sensitive to blatant commercial overtones and the overuse of corporate logos and trade names. AADE encourages the author to limit commercialism so that the scientific and technical merit of the subject matter can be portrayed. Specifically, we require authors to:

* Restrict the use of the company logos and acknowledgements to the **first and last slide only**
* Restrict the use of trade names to a minimal number of instances
  + Recommend using trade names only for the first and last reference to the product or system. Always follow trade names usage with a generic description. Use generic descriptions (in place of tradenames) whenever possible throughout the body of the technical paper and presentation.
* **ADVERTISING AND SALES PROMOTIONS IN ANY FORM ARE STRICTLY PROHIBITED AND MAY BE GROUNDS FOR SUBSTITUTING AN ALTERNATE PAPER AND PRESENTATION**

**Timetable for Authors:**

* Maintain contact with the Session Chair(s) when advised of identity and acknowledge that you will prepare and present your topic for the conference
* Register for the Conference and pay registration.
* **PAPERS DUE: February 15, 2022**
  + Submit an Adobe (.pdf) electronic version of your technical paper formatted using the MS Word AADE Template. This template will be available on the website.
  + Submit copyright form(s) signed by all authors. If you have any questions about copyright, please contact [mdimataris@outlook.com](mailto:mdimataris@outlook.com).
* **POWERPOINT PRESENTATION DUE: March 15, 2022**
  + Submit presentation in an MS PowerPoint on the AADE template. Only this template should be used.
  + All presentations for a given session will be loaded on an individual computer and flash drive to speed up presentations.
  + Each presentation should be structured to be 20 minutes in length, followed by approximately 8 minutes for Q&A discussion and a 2-minute presenter changeover.
* **RECORDED PRESENTATION DUE: March 22, 2022**
  + Using your Powerpoint presentation, record your presentation using either your own software or software on the Catalyst-Omnipress site. There is no charge for using the Omnipress software.
  + We suggest writing a script (i.e. planning what you want to say in your 20 min presentation) will help to create a professional presentation. Writing the script will also help with the approval process within your company.
* **CONFERENCE DATES: April 19-20, 2022**
  + If you must cancel your paper or presentation for any reason, it is imperative that you notify your session chair and the Technical program chairs as soon as possible.