PATRAM 25

JULY 27 – AUGUST 1, 2025

SAN ANTONIO, TX / SAN ANTONIO MARRIOTT RIVERCENTER

21st International Symposium on the Packaging and Transportation of Radioactive Materials

July 27 – August 1, 2025
San Antonio Marriott Rivercenter on the Riverwalk
San Antonio, TX

Presentation Guide

Presentation Guide

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Due Dates

Changes in presentations (oral and poster).....June 12, 2025
This includes changes in authors/presenters. Changes can be made on the Education Harvestor.

Final Paper Deadline.....……June 12, 2025
Presentation/Poster File/Media……..…July 7, 2025
Updates to your presentation may be made in the Speakers Ready Room the day before your presentation.

General Information

A. Invitation to the Speakers' Breakfast

The PATRAM 2025 organizers invite you to attend the Speakers' Breakfast together with your Session Chair and Co-chair for final coordination and information exchange within your session. Speakers' Breakfasts are scheduled for each morning of the Symposium. Attend this breakfast **on the day of your presentation** for a briefing to hear last-minute communications on changes, introductions, etc. You should notify the PATRAM 2025 Staff at info@patram.org if you cannot attend. Only the speaker (one author per presentation) should attend. The same arrangements apply to poster presentations: only one author per poster should attend the breakfast/briefing on the day of the Poster Session.

B. Audiovisual Equipment

Following the Speakers Breakfast, you will be asked to check the session room and familiarize yourself with the audiovisual equipment. Each meeting/session room will be equipped with the following audiovisual equipment:

- Podium with microphone
- Appropriate-sized screen
- LCD projector
- Slide advancer with laser pointer
- Windows Laptop with PowerPoint

An audiovisual technician will also be in the room, should there be a need for trouble-shooting the equipment.

C. Withdrawn Papers

Speakers are instructed to notify PATRAM 2025 Staff at info@patram.org no later than **April 30, 2025** of withdrawal of their paper

- Authors who withdraw their papers after the Final Program is printed must immediately notify PATRAM 2025 Symposium Services.

Note: When a paper has been withdrawn at the Symposium, the Session Chair will use that paper's 20-minute slot for discussion or a break. The starting time or position of subsequent papers in the session will not be adjusted. Session papers will not be rearranged under any circumstances without prior approval of the Symposium Coordinator. If the number or location of withdrawn papers presents a problem to the Session Chair, the Symposium Coordinator shall be consulted to arrive at a suitable resolution.

D. Change in Speakers and Poster Presenters

Speakers are instructed to make any changes to authors and presenters no later than June 12, 2025 of:

- Substitute speaker or poster presenter if the primary author is unavailable to present their paper
- Changes in the title or authors of their paper
- Submit changes via the Education Harvester *(details to come)*

If a substitute speaker or poster presenter will make the presentation, the substitute should attend the Speakers Breakfast and provide the presentation file media. In addition, the original

speaker or poster presenter should provide the substitute with all information about the Symposium, including the acceptance notification e-mail, Preliminary Program and this Presentation Guide. If this is not possible, request PATRAM 2025 Symposium Services to provide this information to the substitute.

E. Author's Preprints

Authors are allowed to bring copies (preprints) of their papers to the meeting for distribution.

F. Length of Final Papers

The submitted PDF file should no more than 8MB for easy download and distribution. There is no limit of paper page count.

G. Speaker Registration Information

PATRAM 2025 policy requires that all speakers, panelists, Session Chairs, and symposium attendees complete a registration form and pay the published registration fee. The full registration fee will include the banquet, opening reception, speakers' breakfast, all refreshments, symposium materials, proceedings and access to the exhibit hall. One-day registration is available but does not include a banquet ticket or reception ticket. For more detailed registration and hotel information, visit www.patram.org.

H. Deadline for Final Papers

The deadline for final paper submission is **July 12, 2025**. Carefully read and follow the instructions for submitting papers on **page 8** of this manual. All papers accepted for oral and poster presentation at the PATRAM 2025 Symposium will be included in the *Proceedings*. All authors of oral and poster presentations are required to submit a full paper via the PATRAM education harvester submission website. Instructions for submission have been sent to the submitting author and listed co-authors. Faxes and hard-copy papers will not be accepted.

Guide for Oral Presentations (PowerPoint)

Final papers should not exceed 8MB file size (including charts and photos). Papers longer than ten pages are discouraged. The purpose of the PATRAM 2025 Symposium is to provide a professional forum for the presentation and discussion of new ideas, issues, and developments of importance to the packaging and transportation community. The proper presentation of papers at the Symposium is the most essential element of the entire meeting. Speakers should realize that they are speaking to an audience of varied degrees of familiarity with the subject matter. Furthermore, since PATRAM 2025 is an international symposium, consideration should be given to making the presentation in a manner that is meaningful to those whose native language is not English. A successful presentation can be assured if the speaker will follow the guidelines for organization, visual aids, and delivery.

Presentations should be saved as Microsoft PowerPoint (.ppt or .pptx) file format or saved as PDF for full-screen presentation using Adobe Acrobat Reader. Please clearly identify your PowerPoint or PDF file for upload via the PATRAM education harvester submission website. It may be beneficial **to have the file on a USB flash drive (memory stick) for upload in the Speakers' Ready Room, in case any issues arise.**

A. General

- When you arrive at the meeting room, preferably 30 minutes prior to the start of your session, locate your Session Chair and let him/her know you are present. Become familiar with the operation of the laptop, microphone, and projector.
- Each speaker is allotted 20 minutes: 15 minutes for the presentation and 5 minutes for questions.
- Repeat any questions from the audience into the microphone for the entire audience to hear before attempting to respond.

Note: If the speaker and Session Chair agree in advance, the 5-minute discussion period can be reduced or eliminated to allow for additional presentation time. Please keep in mind, the speaker's time will not exceed 20 minutes in total.

While a speaker timer will indicate how much time is left for each presentation, it is still the responsibility of each speaker to adhere strictly to this policy for the benefit of the meeting participants who wish to attend presentations in other sessions as scheduled. Therefore, it is absolutely essential that each presentation does not exceed the 20-minute time limit. Session Chairs will ensure that each presentation starts at the scheduled time.

B. Organization of Presentation

Persons with varying degrees of knowledge of the subject matter should be able to understand the significance and usefulness of the work. Sufficient background needs to be provided to educate the listener as to why the topic is being presented. The conduct of the work or basis for the approach taken should be described. A description of the work should include the significant facts and results. Conclusions that highlight the importance of the work should be presented.

The significant information about the work should be presented in a concise manner. Organize the presentation so the information can be presented in approximately 15 minutes. It may be advantageous to present the main results and conclusions first, and then discuss achievements, comparison or related work and specific details if time permits.

C. Visual Aid Guidelines

Visuals serve as a guide to the presentation. They outline the presentation to help the listener follow the speaker. The objective of the work is highlighted, and important details of the work are presented. Significant results and conclusions are also highlighted on the visuals.

- Presentation slides must be easy to read. Information on slides should be legible when read unaided at a distance of about 8 feet (2.5 meters).
- The information on the visual should not be crowded (13 lines of text per slide is a guideline for the maximum amount of information to not appear crowded).
- Tables and graphs should be simplified such that only relevant information is portrayed.
- Titles, headings, and legends for tables and graphs should be clearly presented.

Prepare several simple visuals from one complicated one. Too much information on one visual can be difficult to read. Although it is convenient to use tables and graphs from a report, prepare them specifically for the presentation eliminating unnecessary detail usually present in a report. If photographs are used, they should tell a story and support the overall presentation. If the photo is not clear and the color is not good, don't use the photo - have specific photos prepared for the subject matter to be presented. If graphs are used, be sure they are big and bold. General trends and relative values are better than detailed line drawings. Keep graphs simple - point to one concept at a time.

D. Delivery

Ensure that the presentation:

- Demonstrates effective preparation prior to the meeting;
- Is developed to meet the allotted time constraints;
- Has been practiced;
- Is coordinated with the sequencing of the visuals; and delivery is easily followed by the audience

The speaker should:

- Talk to the audience and not to the visual;
- Speak slowly enough that people can follow easily;
- Speak for the non-English speaking audience;
- Avoid presenting too much detailed information;
- Avoid blocking the projection of visuals; and
- Use a pointer to highlight graphs and tables on the projection screen.

FINAL REMINDERS

- Think about your audience as you prepare
    - Depth of discussion
    - Need for introduction of the material
- Practice your presentation ahead of time to be sure your material is appropriate and that you stay within the time allotted.

Poster Presentation Guidelines

1. PATRAM 2025 Poster Sessions provide a means for substantive discussion of research results and/or demonstration of technology for participants attending the Symposium. The Poster Session will be held on Wednesday, July 30, 2025 from 9:30 AM – 1:00 PM. A briefing breakfast is scheduled for Wednesday, July 30, 2025 at 7:00 AM for Poster Session presenters. Your poster can be put up as early as Monday, July 28 at 10:00 AM for display through the end of the meeting.

2. Vendors, laboratories, or others promoting the sale of instruments, apparatus, equipment, software, processes, and capabilities are required to present or exhibit their commercial products separately from the poster session. Only the results of research may be presented in the posters session. Vendors and others wishing to exhibit their commercial products should refer to the exhibitor prospectus at www.patram.org.

3. Papers scheduled for presentation in the Poster Session are listed in the Final Program in the same manner that oral presentations are listed.

4. Poster Boards provided by PATRAM 2025 for mounting posters at the Symposium are about 6 feet (1.83 meters) wide and 4 feet (1.22 meters) tall. Space and other considerations require that these boards must be used - no alternative displays, stands, or exhibit-type boards are acceptable. The poster locations will be numbered ahead of time so that you will know exactly where to place your poster. Prepare a sign ("header") for the top of the poster, indicating the title and name(s) of author(s) so that your poster may be easily identified. The lettering for this heading should be at least 1 inch (2.5 cm) high. A copy of the abstract, set in large type, can be posted in the upper left-hand corner of the board or used as a handout. All illustrations should be prepared prior to the Poster Session. Keep in mind that your illustrations must be read from a distance. Charts, drawings, photographs, and illustrations should be similar to those used in making presentation slides. Hand-lettered material is unsuitable for professional and effective poster presentation. Illustrated materials should be kept simple.

5. PATRAM 2025 Symposium will provide push pins at each poster; however, it is suggested that you bring any additional supplies you might need for business cards, handouts, etc.

6. Posters may be left mounted onto the boards until the end of the Symposium. Posters shall be removed by the author prior to the end of the Symposium. Any posters left on the poster boards after the end of the last session on Friday, August 1st will be disposed.

7. All costs associated with shipping and printing posters are the responsibility of the individual. If you are shipping your poster, it is suggested that you ship the poster to the hotel at which you are staying. PATRAM cannot accept any shipments on your behalf. There is also a FedEx Office and Print Center located within the host hotel, the Marriott Rivercenter at 101 Bowie Street, San Antonio, TX 78205 for an onsite printing option.

Instructions for Submitting of Final Papers for Publication in the PATRAM 2025 *Proceedings*

Final papers are to be submitted online. Please follow the directions below:

1. An example template of a final paper is provided on page 9 of this document. Consider this example when preparing your final paper.
2. You must submit your final paper in a Microsoft Word (PC/MAC) or a PDF file. Zipped files are **not** acceptable.
3. Include your abstract at the **beginning** of your paper.
4. Use single spacing throughout the paper. Do not double space. **Use a single-column format**. Please use a **Times Roman font style** with a recommended 12-point size.
5. Footnotes and references should appear at the end of the paper following the body and any graphics.
6. Avoid heavy solids or graphics with dark backgrounds. Simple line drawings or graphics are best.
7. Remove any hard returns from the last page of your document. This could cause blank pages to appear on the Proceedings.
8. Final papers should maintain the same title as the abstract. The final paper will be published in the Proceedings using the same title as the abstract. Titles will not be cross-matched.

9. Submission Process!

You will receive a separate e-mail from PATRAM 2025 Symposium Services for each abstract that has been accepted. Each e-mail will contain the link with instructions to submit your final paper, along with other materials to the Education Harvester (the same platform used for the abstract submission). Follow the instructions given in this e-mail for uploading final papers. If you do not receive individual e-mail messages for each abstract you submitted that was accepted for presentation, contact PATRAM 2025 Symposium Services immediately.

Submission related concerns or questions should be directed to PATRAM 2025 Symposium Staff at info@patram.org.

Symposium Proceedings will be created from the files submitted electronically through the submission site referenced above. An example paper template is provided in the next page of this guide. Consider this example when preparing your final paper.

Deadline for submission of final paper: June 12, 2025

PUT PAPER TITLE HERE

Author
Affiliation

Author
Affiliation

Author
Affiliation

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Affiliation

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Affiliation

ABSTRACT

Put abstract here.

INTRODUCTION

Put introduction here.

HEADING 1

Body text. Body text. Body text.

Sub-Heading 1

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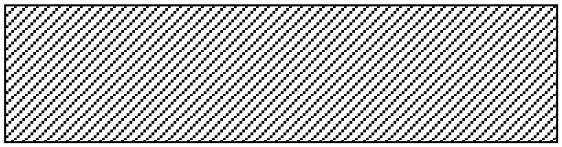


Figure 1. Caption for figure here

Table 1. Table title here

H1	H2	H3
X	A	B

CONCLUSIONS

Put conclusions here.

ACKNOWLEDGMENTS

Put acknowledgments here.

REFERENCES

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