



Houston | August 26-27, 2025

## **Speaker and Author Information**

**Conference website:**

<https://ngoc.clarion.org/>

### **KEY POINTS**

- Send a hi-resolution photo of the speaker **as soon as possible**
- Deadline for biographical introduction for all authors (50-100 words):  
**June 9, 2025**
- Deadline for final papers: **July 28, 2025** – use our MS Word template
- Deadline for presentation slides: **August 18, 2025** – use our MS PowerPoint template
- Commercialism must be avoided
- This will be an in-person event. Speakers must attend in person.

### **1. BIOGRAPHICAL NOTE**

For the information of the participants and the chairman's introduction, if you have not already in your initial submission, please provide a brief biography of all authors and presenters of your paper which includes present positions, work experience, contributions of interest, publications, professional memberships, academic degrees, etc. Kindly limit this to 50 words for each author. This is required by **June 9, 2025**.

### **2. PAPER and PRESENTATION FILES**

Your paper will be edited for style, desk-top published, and distributed electronically prior to the conference. In order to meet our production deadline, a file in Word including all illustrations and tables is required by **July 28, 2025**. Please prepare your paper using our Word template on the website – at the link “For Speakers & Authors.” Please use the PowerPoint template to prepare your slide presentation, which is required by **August 18, 2025**.

### **3. SENDING THE PAPER AND PRESENTATION FILES**

**Upload:** Please upload your paper and any associated documents to our WeTransfer server here:

<https://clarion.wetransfer.com/>

When prompted, select the option to “confirm upload by email.”

**Email attachments:** We highly recommend uploads over WeTransfer. However, you may send the paper as an email attachment provided the file size does not exceed 5Mb. The email address is [bstroman@clarion.org](mailto:bstroman@clarion.org)

#### **4. REGISTRATION DETAILS**

Complimentary registration will be provided **to one speaker or author per paper**. If there is more than one author, please let us know **who is to receive the complimentary offer** and which co-authors will be attending. You do not need to complete any registration forms for the complimentary registration. Co-authors may register at the discounted registration fee of \$1195 by completing the online form at the website above.

#### **5. VENUE & OVERNIGHT ACCOMMODATION**

HYATT REGENCY HOUSTON WEST  
13210 I-10 (Katy Freeway), Houston, TX 77079  
Tel. +1 281 558 8338

The hotel is in approximately 17 miles west of downtown Houston and is about 45 minutes from both Hobby and Bush Intercontinental airports.

The discounted group rate is US\$139 + tax per night. Please mention you are attending the Clarion Natural Gas Odorization Conference when booking your reservation to receive the discounted rate. The discounted rate is available for bookings on or before August 8, 2025, subject to availability – the number of rooms at this rate is limited, so we recommend booking early.

Beware of third-party offers related to hotel bookings for this event. We have not authorized anyone to contact you. Consider any such offers as scams designed to steal money. Legitimate bookings can only be made directly with the hotel at the telephone number above.

#### **6. PAPER AND PRESENTATION INSTRUCTIONS**

***We require all authors to use the NGOC 2025 templates to prepare their papers and presentations. Papers must be in Word and presentations in PowerPoint. Download the templates from the Forum website. See #2 above.***

Photographs, illustrations, and tables are welcome: they should be added to the paper and labelled with the same figure/table numbers as in the text. We would prefer that photos, illustrations, and tables be grouped together at the end of the narrative text pages.

There is no prescribed length for the paper: however, a typical guideline value might be 10-20 pages, plus illustrations.

It is important that you submit good quality original material in order to get good-quality reproduction.

#### **Copyright**

For the purposes of the conference, we require a joint copyright to the paper as submitted. We will provide a notice of copyright in the names of the author and Clarion.

## **7. TIMING**

**The time allotted for each presentation will be 25 mins, plus five minutes for audience questions = 30 mins total.**

## **8. PROJECTOR**

There will be a laptop at the podium from which your presentation will be shown on the screen. We will pre-load your presentation onto the laptop prior to your session. However, as a backup, please bring a USB with all necessary software loaded, including videos or animation files.

## **9. AUDIO**

We will provide a full audio system in each of the conference track rooms. The speakers will use a radio microphone, while the chairmen and delegates will use stationary microphones.

## **10. OTHER EQUIPMENT**

Please contact Ben Stroman at [bstroman@clarion.org](mailto:bstroman@clarion.org) if other equipment is required.

## **11. EVENT SCHEDULE**

### **Monday, August 25, 2025**

Welcome reception, exhibition opens | 5:00pm - 6:00pm

### **Tuesday, August 26, 2025**

Conference technical sessions | 8:45am - 5:00pm

Cocktail reception in exhibition area | 5:00pm - 6:30pm

### **Wednesday, August 27, 2025**

Conference technical sessions | 9:00am - 4:30pm

Exhibition closes | 1:30pm

Adjourn | 4:30pm

If you require any further information or assistance, please do not hesitate to contact the team us at the address below.

## **ORGANIZERS**

### **Ben Stroman**

Clarion Technical Conferences

Tel: +1 713 359 0016

e-mail: [bstroman@clarion.org](mailto:bstroman@clarion.org)

### **BJ Lowe**

Clarion Technical Conferences

Tel: +1 713 416 9546

e-mail: [bjlowe@clarion.org](mailto:bjlowe@clarion.org)