

## **Abstract Submission Template: How to Format Your Submission to RefComm®**

This abstract demonstrates the format necessary for a submission to RefComm®. Please pay special care that your submission adheres to the format detailed in this template, as we will use the submitted file to compile the marketing material, the webpage and the printed conference material.

For the abstract submission, you must contain your entire submission within 2-4 paragraphs. Preferential selection will go to case studies, lessons learned and those presentations siting refinery operational experiences. Kindly refrain from generic marketing presentations.

Images and a presenter headshot are requested for online promotion so please ensure that they are of high quality and include a figure caption. A short bio (3-5 sentences) will be used by the MCs as the presenter's introduction during the live program.

*Example: Jimmy John is the VP of Operations for XYZ Company. He has been with XYZ for 42 years. The highlight of Jimmy's career has been enjoying the view from the top of ABC unit. Jimmy holds 120 patents and has published 72 articles. He enjoys long range archery competition with his three sons.*

### **Please Include:**

- Name of Presenter(s):
- Names of Authors:
- Name and Location of Company / Site / Organization:
- Abstract: 1-3 paragraphs describing the scope of your presentation.
- Hi Resolution image with caption
- Presenter(s) headshot with brief bio.

Please contact Becky Peterson with any questions or concerns – [becky@refiningcommunity.com](mailto:becky@refiningcommunity.com)