Society for Maintenance and Reliability Professionals
Call for Abstracts: Guidelines for Submissions

The 2020 Society for Maintenance and Reliability Professionals (SMRP) Conference Committee invites you to submit an abstract to be considered for inclusion in this year’s conference to be held October 19 – 22, 2020, at the Greater Columbus Convention Center in Columbus, OH. The 2020 Annual Conference will once again incorporate presentations that promote excellence in physical asset management as represented by the SMRP Body of Knowledge (BoK).

WHY PRESENT AT THE SMRP ANNUAL CONFERENCE?
Among the benefits of presenting at SMRP are:

- Gaining recognition from your industry peers through online promotion, the printed registration brochure, and the conference mobile app
- Contributing to the advancement and education of attendees
- Showcasing your work, lessons learned, success stories, results, and expertise
- Receiving a complimentary registration for the conference (for the primary presenter and, if applicable, one co-presenter, when submitting your presentation by the deadline of July 15, 2020)
- Having your paper published in the post-conference proceedings and archived in the online Body of Knowledge (should you elect to provide one)

TRACK SESSION DESCRIPTION AND SELECTION CRITERIA
SMRP’s educational track sessions will take place on Tuesday, October 20 and Wednesday, October 21. Each session is typically an hour long with 50+ minutes dedicated to the presentation and the remainder devoted to question and answer.

Presentations should be representative of the SMRP Body of Knowledge, which contains five validated pillars of information essential to the success of maintenance and reliability professionals (for more details about each pillar, please [CLICK HERE](#) and refer to pages 17-21):

- Business and Management
- Manufacturing Process Reliability
- Equipment Reliability
- Organization and Leadership
- Work Management

In 2020, the SMRP Annual Conference will once again include an additional educational track with a focus on Emerging Technologies (including but not limited to the Industrial Internet of Things, Automation, Artificial intelligence/ Machine Learning, and Cyber Security.)

SUBMISSION REQUIREMENTS
All presenters and co-presenters must be SMRP members in good standing at the time they present
You may submit as a non-member but selected presenters will be expected to join SMRP prior to the Annual Conference. If you are unsure of your membership status or need to retrieve your member number, please contact the association staff at info@smrp.org or call either (404) 252–3663 or (800) 950–7354.
To join SMRP, you may [click here](#)

The primary (submitting) presenter is responsible for providing the following as part of the online submission process:

- A proposed session title (90 characters or less including spaces)
- An abridged title for use on the conference mobile app (55 characters or less including spaces - you are encouraged to use the same title for both print and mobile app if possible)
- A brief (75 – 100 word) description of the presentation for use in print and online promotion
- An abstract of 350 – 400 words or less to be used by reviewers to evaluate the proposed session
- Contact information and brief biographies (350 – 400 words at most) for both the primary presenter and, if applicable, the co-presenter

Additional Notes Regarding Submissions:

- To maintain the integrity of the conference content, all presentations must be non-commercial in nature. Presentations that could be interpreted as commercial in nature will not be accepted. To this end, we ask that abstracts...
focus on case studies, emphasizing methodology rather than the specific tools used (such as proprietary software or equipment). In addition, presentations should avoid discussion of trademarked solutions. If you feel that your subject matter requires a focus on proprietary products or services in order to convey the content, prospective attendees must be aware of this in advance, so the abstract, session title, and session description should clearly indicate this

- No more than two presenters per session are allowed, and all presenters must present in person. If two presenters are planned, it is highly recommended that at least one of them be an M&R practitioner
- Upon completion of the submission process, you should receive an e-mail confirmation that your abstract was submitted successfully; if you do not receive a confirmation, please contact Sean Hewitt at shewitt@smrp.org
- To ensure fair and equitable representation of all SMRP members and member organizations, a maximum of three presentations per company will be accepted for presentation and no individual may serve as a presenter or co-presenter in more than two sessions. There is no limit on the number of submissions that an individual or company may provide, however

ABSTRACT REVIEW
Abstracts will be reviewed and graded by a peer team of conference track leaders and co-leaders. Each abstract will be assessed based on the following criteria:

- Audience Level: The target experience level of the session’s audience (beginner/intermediate/advanced); SMRP tries to include a mixture of topics that address the experience levels of all of our attendees
- Relevance: Relevance of the abstract to the chosen BoK pillar. When submitting your abstract, you will be asked to identify which pillar your abstract best aligns with; please note that, after committee review, your presentation may be assigned to a different BoK pillar
- Practitioner Experience: The abstract should include at least one presenter with experience in performing the M&R function for their company (the co-presenter may have aided presenter in performing an M&R function). Preference is given to sessions that include at least one practitioner as a presenter; industry partners are encouraged to bring their clients with them to present if possible
- Potential Perceived Commercial Nature of Presentation: As noted above, abstracts must refrain from selling a company’s product and/or services
- Timeliness of Presentation: Abstract’s relevance to the current or emerging direction of this maintenance and reliability pillar
- Qualifications of Speaker(s) to Present on the Topic: The presenter’s (and, if applicable, the co-presenter’s) biographies should include a brief overview of their qualifications. A CMRP or CMRT certification is encouraged, while other qualifications will be considered depending on your chosen topic
- Previous Attendee Feedback: If applicable, survey scores and comments from previous presentations at SMRP conferences (either in a workshop or a track session format) will also be taken into consideration

MATERIALS REQUIRED FOR ACCEPTED ABSTRACTS
- Accepted presenters must submit a copy of their proposed PowerPoint presentation on or before July 15, 2020 (a template and a set of presentation guidelines will be sent to all accepted presenters.)
- New for 2020: Presenters may also provide a white paper of 1500 – 2500 words for inclusion in the Conference Proceedings and to be archived in the SMRP Body of Knowledge. Formerly mandatory, the paper has been made optional in an effort to attract a wider spectrum of potential presenters

SUBSTITUTIONS
In certain circumstances, the presenter or co-presenter may be replaced after a written request has been made to, and approved by, the SMRP Conference Committee. Except in the case of emergencies, we ask that no presenter or co-presenter substitutions take place after September 14, 2020.

INTELLECTUAL PROPERTY DISCLAIMER
As part of the submission process, you will be asked to accept the following disclaimer language:

Please note: While the author(s) of any materials developed for the SMRP Annual Conference retain full ownership of those materials, in submitting an abstract and accepting a complimentary conference registration, it is mutually understood that the author(s) grant SMRP and its agents permission to duplicate, publish, market and sell (with no royalty or other compensation due to the authors) hard, electronic and web-based copies of the presentation materials as compiled in the conference proceedings to both SMRP members and non-members.

If accepted, please note that your materials will be published in both the conference proceedings and the conference mobile app

ABSTRACT REVIEW AND SELECTION TIMELINE
Please be aware of the following dates in the abstract selection process:

- February 12, 2020 Abstract submission period opens
- March 12, 2020 Abstract submission period closes
- April 23, 2020 E-mails are sent indicating accepted, first alternate, alternate, or not accepted status
- April 27, 2020 Deadline to accept or decline invitation to present at the conference
- July 15, 2020 Power Point Presentations due (please be aware that this date is firm!)
- August 31, 2020 Deadline for speakers to register for conference
- October 20-21, 2020 Track sessions presented at the Annual Conference
2020 CALL FOR WORKSHOPS
If you feel your presentation is more suitable for a four (4), eight (8), or sixteen (16) hour workshop format, CLICK HERE for more information about submitting a workshop proposal.

If you have any questions regarding the submission process, please email Sean Hewitt at shewitt@smrp.org or call 678-303-3006; for questions regarding membership (including verification of your member ID number), please contact the association staff at info@smrp.org or call either (404) 252-3663 or (800) 950-7354. To become a member of SMRP, please CLICK HERE.

SMRP’S CODE OF CONDUCT FOR ATTENDEES, SPEAKERS, EXHIBITORS, SPONSORS, & VOLUNTEERS
All attendees, speakers, exhibitors, sponsors, and volunteers at the 2020 Annual Conference are expected to agree to and abide by the following code of conduct as a condition of their registration and participation in the event:

SMRP is committed to providing a safe, friendly, and welcoming environment for education, networking, and the open sharing of ideas among its attendees, regardless of gender, race, ethnicity, national origin, sexual orientation, religion, or any other facet of attendee identity.

All registrants at the 2020 Annual Conference are expected to:
- Be courteous and respectful of your fellow attendees at all times
- Refrain from language or conduct that could be construed as discriminatory, demeaning, intimidating, or harassing; this policy also extends to posting on social media platforms
- Maintain an appropriately respectful tone when discussing opposing viewpoints
- Avoid overtly sexual language, imagery, or conduct that may create a hostile environment

Track Session and Workshop Speakers
It is especially critical for track session and workshop speakers selected to represent SMRP at the Annual Conference to be cognizant of the diversity of their audience and ensure that the content of their session and accompanying visual aids adheres to the standards above.

Anti-Trust Compliance
As an organization with a diverse group of members and member companies, many of whom are competitors, it is critical that SMRP speakers, exhibitors, sponsors, volunteers, and attendees avoid engaging in any activities that could be interpreted as violating anti-trust laws.

Any speaker presentation or any discussion among members or member company representatives concerning the following subjects is prohibited: prices, standardizing or stabilizing pricing methods, billing rates, fees, warranties, terms and conditions of sales, allocation of markets or customers, production costs and plans, persons or companies with whom you or your company will or will not do business. Such discussions could be interpreted as collusion or restraint of trade or competition.

All attendees are expected to observe these rules both in formal meetings and informal discussions.

SUBMISSION INFORMATION
- The online Call for Abstracts submission site opens February 12, 2020. The link to the online submission site will be posted on the SMRP website, www.smrp.org
- The online submission site will close on March 12, 2020.
- Notification of acceptance will be sent to each submitter on or around April 23, 2020.

Thank you for your support of SMRP!
The 2020 SMRP Conference Team and SMRP Staff
Appendix A CMRP Pillar Details

- **Business and Management**: This subject area describes the skills used to translate an organization’s business goals into appropriate maintenance and reliability goals that support and contribute to the organization’s business results.
  - Create Strategic direction and plan for M&R operations. Provide vision and direction
  - Administer Strategic plan
  - Measure Performance
  - Manage organizational plan
  - Communicate with stakeholders
  - Manage environmental-health-safety risk

- **Manufacturing Process Reliability**: This subject area relates maintenance and reliability activities to the manufacturing process of the organization to ensure that maintenance and reliability activities improve the manufacturing process.
  - Understand the applicable processes
  - Apply process improvement techniques
  - Manage effects of change to processes and equipment
  - Maintain processes in accordance with applicable standards and regulations

- **Equipment Reliability**: This subject area describes two kinds of activities that apply to the equipment and processes for which the maintenance and reliability professional is accountable. First are those activities used to assess the current capabilities of the equipment and processes in terms of their reliability, availability, maintainability, and criticality? Second are the activities used to select and apply the most appropriate maintenance practices, so that the equipment and processes continue to deliver their intended capabilities in the safest and most cost-effective manner?
  - Determine equipment reliability expectations
  - Evaluate equipment reliability and identify improvement opportunities
  - Establish a strategic plan to assure reliability of existing equipment
  - Establish a strategic plan to assure reliability of new equipment
  - Cost-justify selected plans for implementation
  - Implement selected plans to assure equipment reliability
  - Review reliability of equipment and adjust reliability strategy

- **Organization & Leadership**: This subject area describes processes for assuring that the maintenance and reliability staff is the most qualified and best assigned to achieve the maintenance and reliability organization goals.
  - Determine organizational requirements
  - Analyze organizational capability
  - Develop the organization structure
  - Develop personnel
  - Lead and manage people

- **Work Management**: This subject area focuses on the skills used to get the maintenance and reliability work done. It includes planning and scheduling activities, quality assurance of maintenance activities, stores and inventory management.
  - Identify, validate, and approve work
  - Prioritize work
  - Plan work
  - Schedule work
  - Execute work
  - Document work
  - Analyze work and follow-up
  - Measure work management performance
  - Plan and execute projects
  - Use information technologies effectively
  - Manage resources and materials