Information for presenting authors preparing a presentation.

All presenters must read this before preparing their presentation.

Step 1 - Follow the rules in the Commercialism Policy when preparing slides.

The conference organisers and the IIR does not in any way support commercial actions. The purpose of any presentation or paper at an IIR conference shall be to educate the audience on research or technological application.

It must be made clear that the IIR and IOR organises technical conferences and the conference is not a forum for personal or corporate advertising.

Below provides guidelines on how to prepare abstracts, papers, posters and presentation slides in line with commercialism policy that will be enforced at the IIR conference

What is NOT allowed!

- Use of commercial names and logos shall not be done in ways that imply IIR endorsement, approval or certification.
- Inference that the IIR approves or recommends any product, software or system for any reason is prohibited.
- Copies of any type of promotional material shall not be made available during the presentation.
- Promotion or endorsement of any particular company product is prohibited and shall be excluded.
- The advertisement or promotion of commercial entities or other external groups is strictly forbidden.
- Promotion of oneself, a self-owned business or product/system is not allowed.
- Any inclusion of commercial names or logos must not be of a promotional nature, imply IIR certification or support, and there must be no implication that the audience is required to use the commercial entity.

What IS allowed!

- Names of authors and presenters, affiliations, company names, supporting organisations, (and corporate logo on slide presentations).
- The research programmes, policy, legislation or name of organisations, software, government agencies and government-sponsored agencies may be referenced in order to maintain presentation clarity and relevance.
- Specific reference may be made to industry-related standards, test methods and codes.
- Make, model or sole source of critical test instrumentation, reagents or apparatus may be identified, so that others may duplicate the tests.
- The proprietary nature of technical information may be identified to make evident the limitations of its use.
- Commercial names and logos not related to the refrigeration industry shall be permitted in presentations and papers providing recognition is pertinent to a better understanding of the refrigeration technology.
**Step 2 – Preparing the Power Point Presentation**

All authors selected to present their paper orally in a technical session must use the template provided and will record their PowerPoint presentation in advance of the conference. The template gives a strong and standardised look throughout the conference.

Supply a copy of your presentation to the organisers in advance of making your recording so it can be check it for commercial content. If your presentation is commercial you will be asked to remove the commercial materials.

**Guidelines for Presenters**

*Your presentation must not be longer than 15 minutes.* All presenters have 20 minutes in the conference programme. The additional 5 minutes is for presenters to be introduced and take questions afterwards. You will not be allowed to overrun your allotted time.

When you have finished preparing your presentation please practice it to ensure it is not longer than 15 minutes. If it takes longer than 15 minutes to present you will need to shorten it. No presenter will be allowed to over-run their allocated time.

- **Software.** Use PowerPoint software
- **Template.** Use the PowerPoint presentation template provided
- **Font styles** to be used are:
  - Slide titles: font Arial, 36
  - Level 1: font Arial, size 24
  - Level 2: font Arial, size 20
  - Level 3: font Arial, size 20
  - Level 4: font Arial, size 18
  - Level 5: font Arial, size 18
- **Format.** Always use landscape format for the presentation. Do not use portrait format
- **Adjust.** The layout of the slides can be adapted as necessary (text and images boxes can be moved or reformatted)
- **Readability.** Opt for light backgrounds and dark letters; it’s clearly readable and easy on the eyes. Dark backgrounds can be used to emphasise certain content
- **Images.** Good quality images and graphics should be used
- **The rule of 15.** As the presentation is limited to 15 minutes (plus 5 minutes questions), the presentation should be roughly 15 slides
- **Non-commercial.** Like the conference paper, presentations should not be commercial in nature
- **Copyright.** Similar to paper presentations, authors will be required to sign over the copyright of their presentations to the IIR to be indexed in the FRIDOC database
**Step 3 – Consent for audio-visual recording, online streaming and PowerPoint copyright transfer for the Rankine Conference 2020**

Presenters must be aware that by taking part in the conference and giving a presentation during the event you are giving consent for audio-visual recording, online streaming and PowerPoint copyright transfer for the Rankine Conference 2020. Presenters agreed to the following:

- To be filmed and accept that their presentation will be recorded audio-visually and/or broadcast live via online streaming during this conference and as part of the Rankine 2020 webinar library.
- That the audiovisual recordings and/or the online streaming of the presentation at the conference are the property of the conference organisers and the IIR.
- Confirm that by submitting a presentation to the conference organisers, they agree to transfer full copyright and image rights of the presentation to the IIR.
- Acknowledge that their rights have been fully satisfied and that they cannot claim any remuneration for the exploitation of the audiovisual recordings of the presentation.

**Step 4 – Giving your presentation**

Information about how to pre-record your presentation and your broadcast during the conference will be sent to you in a separate document.

**Step 5 – Questions**

If you have any questions about preparing your presentation contact the conference organizer at rankine2020@ior.org.