

## Instructions on preparing slides for IIR conference presentations



This annex provides guidelines on how to prepare your slides and the commercialism policy that will be enforced at the conference.

Please read these guidelines and policy carefully before you start preparing your presentation.

Please use PowerPoint software. The recommended font styles are:

- Slide titles: 44
- Level 1: font Calibri, size 24
- Level 2: font Calibri, size 20
- Level 3: font Calibri, size 18
- Level 4: font Calibri, size 18
- Level 5: font Calibri, size 16

Always use landscape format for your presentation. Do not use portrait format

As your presentation is limited to 15 minutes, you should use roughly 15 slides

A PowerPoint template presentation is provided.

Slide layout: slide format should be the standard 4:3 layout.

### Commercialism Policy

#### What is NOT allowed!

Inference that the IIR approves or endorses any product, software or system for any reason.

Copies of any type of promotional material SHALL NOT be made available during the presentation.

Remember that you are supposed to present a technical paper and that the conference is not a forum for personal or company advertising.

#### What IS allowed!

On the title slide:

Names of authors and presenters, affiliations, company names, supporting organizations, and corporate logo.

On the other slides:

- The research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced in order to maintain presentation clarity and relevance. Promotion or endorsement is prohibited and shall be excluded.
- 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 testing.

Current technical information disseminated to IIR audiences sometimes includes proprietary aspects that are presented in order to inform and educate the members. The proprietary nature of the information may be identified to make evident the limitations of its use.