

Guidelines for Presenters at the IIR 3rd Conference on Thermophysical Properties and Transfer Processes of Refrigerants

Congratulations – your paper has been accepted for presentation at the IIR Conference in Boulder. Below are a few key points to keep in mind while preparing your presentation.

Preparing your presentation

- Please prepare your presentation for computer projection. Save your presentation as a Microsoft PowerPoint (.ppt) file or as a pdf file. It's always a good idea to save your presentation in pdf (Adobe Acrobat) format in addition to PowerPoint format (.ppt file); we have experienced cases where presentations which were prepared using different versions of PowerPoint or which use special fonts do not display correctly on the computer in the presentation room. The pdf format almost always works.
- If you need to use an overhead projector or any other type of equipment, you must inform us of your requirements no later than June 12 (e-mail to david.yashar@nist.gov).
- Use font sizes that are clearly readable. If you have to apologize to the audience, such as, "You probably can't read this, but ..." or "This slide is really busy." why bother including that slide at all? The recommended minimum font sizes are:
 - Slide title: 24 point font
 - All other entries: 18 point font
- Your presentation is limited to 15 minutes; you should therefore prepare roughly 15 slides. Excessively long presentations are embarrassing and will be interrupted by the session chairs in order to maintain the schedule.
- Observe the no-commercialism policy.

You must NOT:

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

Distribute copies of any type of promotional material during the presentation.

Use the presentation as a forum for personal or company advertising.

What IS allowed!

Your title slide may include:

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

All other slides may include:

Corporate logo. 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.

Loading your presentation

Please bring your presentation with you to the conference on a USB flash memory stick. As mentioned above, your presentation must open with either Microsoft PowerPoint or Adobe Reader. You must arrive at least 15 minutes before the session starts to load your presentation onto the computer in the presentation room. We recommend that you check your presentation at the conference office well before your session to be certain that it is compatible with our equipment.

As an alternative, presenters may use their own laptop computers in cases where they are necessary for certain features of their presentation to function properly. However, repeatedly disconnecting and reconnecting the laptop computers is typically disruptive to the flow of the session, and we would like to avoid it, if possible.

Submitting your bio information

Please e-mail your bio information sheet (see below) to david.yashar@nist.gov by June 12. This information will be used by the session chair to introduce you.

Arriving for your presentation

Please arrive in the session room at least 15 minutes before the session starts and identify yourself to the session chair.

Please contact David Yashar should you have any questions.

IIR 3rd Conference on Thermophysical Properties and Transfer Processes of Refrigerants
June 23-26, 2009 Boulder, Colorado

Speaker information form

Paper No:

Paper title:

First (given) name:

Last (family) name:

Present position:.....

Degrees (what and where):.....

Other short info:.....

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