Annex K

1. Instructions on Preparing Slides for IIR Conference Presentations

- Congratulations – your paper has been accepted for presentation at the IIR conference **Ammonia Refrigeration Technology, 7-9 May, 2009, Ohrid, Macedonia**.

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

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

- Please use PowerPoint software.

The recommended font sizes are:
Slide title: please use **size 36 fonts**
    – 1st bullet list: please use **size 24 fonts**
    – 2nd bullet list: please use **size 22 fonts**
    – 3rd bullet list: please use **size 20 fonts**

- Do not use a font size smaller than 20 points anywhere on the slides.
- Use dark background and light letters (these can be reversed for printing purposes where necessary).
- Always use landscape paper format for your presentation. Do not use portrait paper format.
- As your presentation is limited to 15 minutes, you should use roughly 15 slides;
- A model PowerPoint presentation is attached.

2. 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:
  – Corporate logo.
  – The research, programmes, 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.

Logo

An Example illustrating the Format to be used for Slides – Title

A. Smith, B. Jones
Affiliation
IIR Conference
Date, City, Country

A few rules (size 36 fonts)–slide

- 1st bullet list: please use size 24 fonts
  - 2nd bullet list: please use size 22 fonts
    - 3rd bullet list: please use size 20 fonts

- Use dark background and light letters
- Please comply with IIR commercialism policy