



# **GUIDELINES FOR PRESENTATIONS AT IIBEC EVENTS**

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**Dear IIBEC Presenter:**

Thank you for agreeing to speak at an IIBEC event. IIBEC strives to provide continued education to the roofing, waterproofing exterior walls, and building commissioning industries. We believe education is the key to progress.

Those who are selected to present at IIBEC's events are an important part of our efforts to educate and inform the industry regarding the building enclosure profession. These guidelines were created to ensure the quality and consistency of each presentation.

If you have any questions, please contact IIBEC Education: [education@iibec.org](mailto:education@iibec.org).

## **1.0 General Guidelines**

### **1.1 Session Selections**

The respective IIBEC Committee receives all submitted abstracts, which are blinded during the initial review process. During subsequent Committee review meetings, the abstract submitter information is made available.

The following considerations may be part of the selection process:

- Presenter's knowledge and experience in the chosen topic
- Presenter's dedication to education
- Presenter's general reputation and recognition in the industry
- If applicable, the presenter's prior presentations at other IIBEC events.

### **1.2 Session Content**

All session content submitted must be all-encompassing including graphics, diagrams, and images/photos, embedded within the content. Any/all templates provided by IIBEC must be utilized for submission of the technical and peer review.

The specific content review process that is established for the event will be communicated to presenters. Content review processes include technical and editorial review steps, which are communicated to presenters.

In general, IIBEC session content consists of the following components:

- **Article or Paper:** IIBEC will communicate to presenters the specific guidelines and requirements regarding the article or paper that is required to be written. Should an article/paper be selected for potential use in another IIBEC publication, additional publication requirements will be communicated to the author(s).
- **PowerPoint Presentation:** The required presentation template will be provided by IIBEC to the presenter.
- **Assessment Questions:** IIBEC requires assessment questions to be authored for each session. The required number of assessment questions, as well as the writing guidelines and template(s), will be communicated to presenters.

### **1.3 Permissions**

Abstracts selected for presentation and the subsequent written article/paper, PowerPoint, Assessment Questions, and/or presentations created therefrom may be recorded via video and audio technologies.

It is the responsibility of the presenter to notify the owner(s)/client(s) (if applicable) that an abstract is being submitted for consideration of a presentation at an IIBEC event and consent must be given for the presenter to do so.

Once abstracts/proposals have been submitted by presenters, they are reviewed by the designated IIBEC Committee to evaluate the content and applicability to the goals for each event. Should an abstract be selected for presentation at an IIBEC event, the session presentation and any additional session content should adhere to the contents of the abstract. No significant deviations from the data, conclusions, or other important aspects of the abstract should be made within the session content developed.

### **1.4 Bias**

IIBEC specifically prohibits the tailoring of a presentation to be biased towards any entity in which the presenter represents or is employed.

Advertising or promoting products or services during an IIBEC presentation is prohibited. For additional information about product demos during IIBEC events, please contact IIBEC's Marketing department.

### **1.5 Compensation**

It is IIBEC's policy not to provide any compensation for a presenter's time spent preparing or providing a presentation.

IIBEC provides complimentary event registration for up to two (2) speakers per session. IIBEC does not reimburse presenters for any travel, food, or lodging.

### **1.6 Publication Rights**

Abstracts and articles/papers accepted for presentation may subsequently be published in IIBEC's publications and/or website. IIBEC reserves the right to the first publication of all submitted materials accepted for presentation at any event sponsored by IIBEC and retains the copyright thereafter. All submitted abstracts, articles/papers, presentations, and assessment questions must be original to the author and not previously published or presented, nor scheduled for publication or presentation in any other publication or venue. Audio and/or video recordings of presentations made for an IIBEC event may be subsequently published in IIBEC publications and/or platforms. Exceptions may be granted at the discretion of IIBEC.

## **1.7 Deadlines**

IIBEC will communicate all deadlines for submission of the session content and required documentation.

If the required materials have not been received by the stated deadlines, IIBEC reserves the right to remove the presenter from the program.

## **1.8 Cancellations**

Once the designated speakers have been accepted and agree to present, IIBEC anticipates the speaker will be available for their presentation in-person at the event. In the situation of an emergency that would prohibit one from participating, the presenter is required to contact the IIBEC Education Team immediately.

## **1.9 Video and Audio Recording**

IIBEC reserves the right to record the presentation during the live event. Audio and/or video recordings of presentations made for an IIBEC event may be subsequently published in IIBEC publications and/or platforms. Exceptions may be granted at the discretion of IIBEC.

## 2.0 Session Content Guidelines

### 2.1 Abstract Components

Submitted abstracts will be reviewed by the IIBEC committee overseeing the event. Submitters will be notified as to acceptance or rejection. Portions of abstracts that are accepted for presentation may be used in advertising literature to promote the event.

Specific requirements are outlined within the abstract form. In general, the following components are required:

- **Proposed session knowledge level:** It is required to indicate whether the proposed session is Beginner, Intermediate, or Advanced level. Intermediate and Advanced knowledge level sessions should include language to define prerequisite knowledge.
- **Abstract:** The abstract is a description of the proposed session, limited to 100 words, to provide an overview of the topic(s) covered and the intended audience.
- **Outline:** An outline is different from an abstract as it provides a detailed scope and sequence of the topic(s) that will be covered during the presentation and submitted writing. As a general rule, the outline should closely follow the contents, organization, and order of the presentation, including audiovisual aids. A standard outline format is attached in Appendix 1.
- **Learning Objectives:** It is required to include a minimum of 4 specific learning objectives written utilizing the SMART format (specific, measurable, attainable, relevant, time-bound).

*The session content should adhere to the contents of the abstract.* No significant deviations from the data, conclusions, or other important aspects of the abstract should be made within the session content developed.

### 2.2. Presenter Biographies and Photos

It is the responsibility of submitters to clearly communicate to IIBEC the roles of all individuals involved in the event presentation.

- Event session presenters are required to submit a biography and headshot. Please refer to the Abstract Submission form for specific requirements.
- Non-presenting authors of session content and/or articles/papers will have their names included in the final publication.

## 2.3 Article/Papers

Specific article/paper guidelines and any required template(s) will be provided by IIBEC to presenters. Should an article/paper be selected for potential use in another IIBEC publication, additional publication requirements will be communicated to the author(s).

### Word Count:

**Articles** should be approximately **1,200 to 2,500** words with a maximum of 5 images/photos embedded into the article.

**Papers** should be approximately **4,500** words with a maximum of 10 images/photos embedded into the paper.

For additional information regarding the below, please reference the IIBEC Proceedings Submissions Guidelines.

- Format
- References
- Permissions
- Approvals

## 2.4 PowerPoint Presentations

A **PowerPoint template** will be provided. The font, colors, and overall design of the Introduction and Title Page should not be altered in any way. The IIBEC logo must be displayed on a majority of the slides (80% of the total slides), using the same placement as in the template provided.

Please note the following specifications:

- The presenter's company name may be noted on the Title slide; however, no other company name(s) or advertising, or promotion of products or services may be referenced during the presentation, in text, image, or verbally.
- If using a slide with a graph, chart, photo, or illustration, it is acceptable to use one of the plain backgrounds provided in the Master Slide set.
- The title and learning objectives in the presentation must match exactly the final title and learning objectives that were submitted and approved by IIBEC.
- Event sessions are required to include time for participants and presenters to engage in Q&A. IIBEC will communicate the duration of Q&A portion of the event session, and any specific guidelines regarding the Q&A portion of the session, that presenters will need to accommodate.
- Please refer to the provided PowerPoint Template for additional requirements and suggestions.

## **2.5 Assessment Questions**

It is required that presenters submit a set of assessment questions for each session. A required template and required question writing guidelines will be provided to presenters.

Please note the following specifications:

- In general, 10 questions are required for sessions that are one hour in duration. The specific number of questions required for each session will be communicated to presenters.
- Assessment questions must be written/submitted utilizing the provided template.
- Assessment questions are a component of the session content/submitted materials for the session, and therefore, the assessment questions are part of the content review process (technical and editorial) that is established for the event and may be published by IIBEC.

## **2.6 Literature and Handouts**

Copies of presentation slides are not provided to event attendees in any format.

Should presenters intend to provide a handout, reference document, or any other supplemental educational materials to event attendees, materials must be submitted to IIBEC at the time of article/paper submission for review and approval for distribution. If approved to distribute, obtaining/providing copies of the supplemental materials is the responsibility of the presenter(s).



**APPENDIX I: STANDARD FORMAT FOR PRESENTATION OUTLINE**



*(1.5 Inch Top Margin)*

**PRESENTATION TOPIC**

*(12 Point Times Bold, Centered, All Caps)*

*(1 blank line)*

by

*(1 blank line)*

Presenter(s)/Author(s) Name(s)

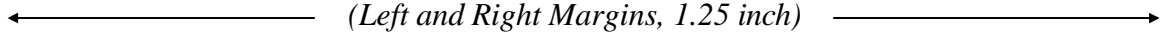
*(12 Point Times, Centered)*

*(1 blank line)*

Name and Location of Event

*(12 Point Times, Centered)*

*(4 blank lines)*



*(Left and Right Margins, 1.25 inch)*

**FIRST HEADER/TOPIC**

*(11 Point Times, Bold, All Caps)*

Text

*(12 Point Times)*

First Indent

*(12 Point Times)*

Second Indent

*(12 Point Times)*

**FIRST HEADER/TOPIC**

*(11 Point Times, Bold, All Caps)*

Text

*(12 Point Times)*

First Indent

*(12 Point Times)*

Second Indent

*(12 Point Times)*

*(Left and Right Margins, 1.25)*

*(Text bottom margin, 1 in.)*

Page 1

*(Page No.: Times 10 pt, Centered, bottom margin .50 in.)*

