



**IIBEC**

International Institute of  
Building Enclosure Consultants

**GUIDELINES  
FOR PRESENTATIONS AT IIBEC EVENTS**

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# **GUIDELINES FOR PRESENTATIONS AT IIBEC EVENTS**

## **1.0 INTRODUCTION**

Dear IIBEC Speaker:

Thank you for agreeing to speak at an IIBEC function. IIBEC strives to provide continued education to the roofing, waterproofing and exterior wall industries. We believe education is the key for progress and we make every effort to produce high-quality, informative seminars, courses and symposia.

The speakers who are selected to present topics at IIBEC's functions are an important part of our efforts to educate and inform the industry regarding our profession. These guidelines were created to ensure the quality and consistency of every presentation.

Please take a few moments to review these guidelines. If you have any questions, please contact IIBEC at the following:

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Website: [www.iibec.org](http://www.iibec.org)

## **2.0 IIBEC GUIDELINES REGARDING PRESENTATIONS**

### **2.1 Speaker and Topic Selections**

One of the most important criteria used for selection of a topic presented at IIBEC events is the need for further education and the general interest of the industry in the specific topic. Topics for presentations will be identified by IIBEC. Once topics are identified, IIBEC publishes a Call for Papers.

The following considerations are often a part of the speaker selection process:

- Speaker's knowledge and experience in the topic;
- Speaker's ability to effectively communicate the contents of his/her presentation;
- Speaker's general reputation and recognition in the industry;
- IIBEC's previous experience with the speaker and his/her performance at other IIBEC functions;
- Speaker's dedication to education.

From time to time, a speaker's affiliation with certain organizations may be considered. However, such consideration will be based on the goals of each individual event.

## **2.2 Presentation Content/Permissions**

The main purpose of IIBEC functions is to educate the roofing, waterproofing, and exterior wall community regarding the topics that are selected. The contents of each presentation are among the most important factors influencing our ability to provide such education.

Abstracts selected for presentation and the subsequent written white paper, PowerPoint, and presentations created there from may be recorded via video and audio technologies to include a written white paper and PowerPoint.

Owners/clients (if applicable) must be notified that your abstract is being submitted for consideration of a presentation at an IIBEC event and must have given consent for you to do so.

All submitted abstracts and papers must be original to the author and not previously published or presented nor scheduled for publication or presentation in any other publication or venue. Exceptions may be granted at the discretion of IIBEC.

Once abstracts have been submitted by speakers, they will be reviewed to evaluate their content and their applicability to the goals for each event. Once an abstract is selected for presentation at an IIBEC function, the presentation 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 during the presentation.

## **2.3 Bias in Presentations**

We believe that informative and educational presentations do not include personal biases. IIBEC specifically prohibits tailoring of a presentation to be biased towards an entity that the speaker represents or by whom the speaker is employed.

Although it is acceptable to present personal opinions regarding technical matters, advertising or promoting certain products or services during a presentation will not be allowed at IIBEC functions, unless such functions have been designated to provide opportunities for such presentations.

IIBEC promotes informing the roofing, waterproofing, and exterior wall community of new products and methods. For that reason, we strive to provide opportunities for product manufacturers and service providers to advertise and display at our events. This will provide an opportunity for one-to-one discussions regarding specific products. However, such discussions will not be permitted during a presentation.

## **2.4 Compensation**

Although we realize that your time is very valuable, as a not-for-profit organization, it is IIBEC's policy not to provide compensation for a speaker's time spent preparing or giving a presentation.

See IIBEC Travel and Expense Policy, Appendix 3.

Reimbursement for expenses will be made upon receipt of an Expense Reimbursement Form (see Section 6.0).

## **2.5 Publication Rights**

Abstracts and papers accepted for presentation at an IIBEC event may subsequently be published in IIBEC publications. IIBEC reserves the right of first publication of all submitted materials accepted for presentation at any event sponsored by IIBEC and retains the copyright thereafter. All submitted abstracts and papers must be original to the author and not previously published or presented, nor scheduled for publication or presentation in any other publication or venue. Exceptions may be granted at the discretion of IIBEC.

## **3.0 INFORMATION REQUIRED FROM SPEAKERS**

### **3.1 Speaker's Biography**

For advertising and publication purposes, each speaker is required to submit a brief biography describing his or her education, work experience and qualifications as they relate to the topic he/she discusses. Each speaker's biography should be 100 words or less.

Coauthors who are not also co-presenters of accepted papers will be recognized in the printed *Proceedings* of the event, but will not be listed in brochures or programs.

### **3.2 Abstracts and Papers**

In order to evaluate the general content of a presentation and its applicability to the goals of an IIBEC event, each speaker is requested to submit an abstract of his or her presentation. **The abstract** should be approximately 200 words and clearly describe the topic, items discussed during the presentation and conclusions (if any). If applicable, acknowledge that owners/clients have been notified and have given consent to the possible publication/presentation of your topic.

#### **Abstract Preparation:**

1. Limit narrative on background and problem issues. Devote the majority of the abstract text to the following:
  - a. Identify the primary issue that the paper will address, and identify the type of new information that it will contribute to the literature.
  - b. Identify the basis for the information in the paper (e.g., research that you have conducted, or your personal experience).
  - c. Identify what new information will be presented in the paper that will be useful to designers, researchers, manufacturers, contractors or building owners (i.e., to whom will the paper be of interest and will it provide meaningful, useful information).
  - d. Provide a minimum of four learning objectives. The objectives are a brief explanation on the expected learning outcomes of the presentation.

**The paper** should be approximately 2,500 to 7,500 words and 5 to 15 graphics. Note: charts and graphs must be legible.

Submitted abstracts will be reviewed by IIBEC and submitters will be notified as to acceptance or rejection of their abstracts.

Portions of abstracts that are accepted for presentation may be used in advertising literature to promote the event.

IIBEC events require submission of papers prior to the presentation. Acceptance of an abstract does not necessarily constitute acceptance of the paper.

### **3.3 PowerPoint Presentation**

A **PowerPoint template** of the Introduction, Title Page, and format pages will be provided and should be used by all presenters. The font, colors, and overall design of the Introduction and Title Page should not be altered in any way. Each page thereafter should include the IIBEC logo in the bottom left-hand corner with no other company references, following the template format for presentation pages. If using a page with a graph, chart, photo, or illustration, it is acceptable to use a white background with color or black lettering.

### **3.4 Presentation Outline**

In addition to the requirements for an abstract, a speaker may be requested to provide IIBEC with an outline of his or her presentation. An outline is considered a written guide that attendees can use to follow the speaker's presentation. IIBEC considers speakers' outlines as valuable tools that enable attendees to concentrate on the presentation rather than taking notes during it.

An outline is different from an abstract in that it provides a step-by-step guide of the topics and issues covered in a presentation. As a general rule, the outline should closely follow the contents, organization and order of the presentation, including audiovisual aids.

Presentation outlines are generally not required if an abstract has been submitted.

### **3.5 Formats**

Standard IIBEC formats for submitting speaker abstracts, biographies, presentation outlines and papers are attached in Appendix 1.

All material submitted for consideration to IIBEC should be well organized. Each submittal should be identified clearly with the name of presenter(s)/author(s), the IIBEC event, location, and date for which it is being submitted, and the title of the presentation.

E-mail the paper with graphics, diagrams, sketches, and photographs embedded in a word processing document (Microsoft Word) for peer review by the committee.

Once the paper has been peer reviewed and approved by the committee, final paper submittals should include:

1. Text-only word processing document (Microsoft Word) for *Proceedings* and/or subsequent publication in *Interface* (without graphics).
2. PDF with embedded graphics for placement and identification purposes.
3. Graphics (charts, photos, tables) as individual files (TIFs or JPGs) at 300 dpi in the sizes at which they will likely be reproduced. **Digital photographs taken at 72 dpi resolution are never large enough to reproduce satisfactorily.**

### **3.6 Literature and Handouts**

IIBEC encourages the use of reference material and handouts of the PowerPoint presentation. Distribution of such material is contingent upon receipt of master copies from the speakers on the deadlines established by IIBEC. In some cases, IIBEC may allow distribution of materials during a presentation.

However, all materials requested for inclusion in the *Proceedings*, and materials distributed during a presentation are subject to review by IIBEC. No materials containing advertisement for products and services will be permitted.

If you have additional material to support your individual presentation for handout on site, you will be responsible for supplying those copies for distribution. Please contact IIBEC for the appropriate number of copies. IIBEC will not be responsible for conversion of any presentations from copies to slide or PowerPoint.

Attendees to IIBEC presentations are encouraged to contact individual speakers, should they desire copies of the speakers' PowerPoint presentations or other reference materials related to their presentations that are not included in the published *Proceedings*. Presenters may provide such materials at their discretion.

## **4.0 DEADLINES**

IIBEC may forward deadlines for submission of abstracts, papers and various forms.

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

## **5.0 CANCELLATIONS**

Once you are accepted to present by IIBEC, we anticipate you will be available to make your presentation. In the event of an emergency situation that would prohibit your participation, you are requested to contact IIBEC immediately.

## **6.0 FORMS**

To expedite and simplify your submissions, please use the forms attached in Appendix 2. These forms include:

- IIBEC Travel and Expense Record

# **APPENDIX 1**

## **FORMATS**

**STANDARD FORMAT FOR ABSTRACTS**



*(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)*

Text (200 words or less)

*(12 Point Times)*



*(Left and Right Margins, 1.25 inch)*



*(bottom margin, 1 in.)*



**STANDARD FORMAT FOR SPEAKER BIOGRAPHY**



*(1.5 Inch Top Margin)*

**SPEAKER NAME**

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

*(1 blank line)*

Address  
Telephone Number  
*(12 Point Times, Centered)*

*(4 blank lines)*

← *(Left and Right Margins, 1.25 inch)* →

Text (100 words or less)  
*(12 Point Times)*

*(bottom margin, 1 in.)*



**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)*

*(Text bottom margin, 1 in.)*

Page 1

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



**STANDARD FORMAT FOR PAPER**



*(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)*

**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 inch)* →

*(Text bottom margin, 1 in.)*

Page 1

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



## **APPENDIX 2**

### **FORMS**

## **APPENDIX 3**

### **IIBEC TRAVEL POLICY**