



IIBEC

International Institute of
Building Enclosure Consultants

**GUIDELINES
FOR PRESENTATIONS AT IIBEC EVENTS**

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Revised February 2021

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GUIDELINES FOR PRESENTATIONS AT IIBEC EVENTS

1.0 INTRODUCTION

Dear IIBEC Presenter:

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 presenters 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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kmcelroy@iibec.org

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Website: www.iibec.org

2.0 IIBEC GUIDELINES REGARDING PRESENTATIONS

2.1 Presenter 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 or a Call for Presentation Proposals.

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

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

From time to time, a presenter'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/proposals selected for presentation and the subsequent written white paper, article, PowerPoint, and/or presentations created therefrom may be recorded via video and audio technologies.

Owners/clients (if applicable) must be notified that your abstract or proposal 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, proposals, articles, 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/proposals have been submitted by presenters, they will be reviewed to evaluate their content and their applicability to the goals for each event. Once an abstract/proposal is selected for presentation at an IIBEC function, the presentation should adhere to the contents of the abstract/proposal. No significant deviations from the data, conclusions, or other important aspects of the abstract/proposal 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 presenter represents or by whom the presenter 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 presenter'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, proposals, articles, 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, proposals, articles, 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. 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.

3.0 INFORMATION REQUIRED FROM PRESENTERS

3.1 Presenter's Biography and Photo

For advertising and publication purposes, each presenter 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 presenter'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.

Professional quality headshots are also required for publication and advertising purposes. Requirements:

- a. Headshots must be clear, in focus, and in color.
- b. Photo should include the presenter from mid-chest up with extra space above the head.
- c. Photo must be rectangular, specifically 240 pixels width x 300 pixels height.
- d. Photo must be a minimum of 961 dpi (higher resolution preferred) and must be a jpeg, jpg, tiff, gif, or png file type.

3.2 Abstracts/Proposal and Papers

In order to evaluate the general content of a presentation and its applicability to the goals of an IIBEC event, each presenter is requested to submit an abstract/proposal of his or her presentation. The **abstract/proposal** 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/Proposal Preparation:

Limit narrative on background and problem issues. Devote the majority of the abstract/proposal text to the following:

- a. Identify the primary issue that the presentation and/or 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 presentation/paper (e.g., research that you have conducted or your personal experience).
- c. Identify what new information will be presented in the presentation and/or paper that will be useful to designers, researchers, manufacturers, contractors or building owners (i.e., to whom will the presentation and/or 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 and/or paper.

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

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

Acceptance of an abstract/proposal does not necessarily constitute acceptance of the PowerPoint and/or paper.

If submitting a paper, it should be approximately 2,500 to 7,500 words and 5 to 15 graphics. Note: charts and graphs must be legible.

IIBEC events require submission of papers prior to the presentation.

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. The IIBEC logo must be displayed on a majority of the slides (80 percent of the total slides), using the same placement as in the template provided. Other than the presenter's company noted on the title slide, no other company or companies may be referenced during the presentation, either 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 and a contrasting black, white or blue font. Solid white, blue, and black backgrounds are available.

Other specifications for PowerPoint Presentations are as follows:

- a. The title on the PowerPoint must match exactly the title that was submitted and approved.
- b. There should be approximately 1 slide per minute of your presentation time. A 60-minute presentation should contain approximately 60 slides.
- c. The minimum font size allowed is 18. (Fonts shown in images, charts, and graphs must visually equal size 18 font or larger.)
- d. Use no more than 10 words per bullet.
- e. Use no more than 8 bullets per slide.

3.4 Presentation Outline

In addition to the requirements for an abstract/proposal, a presenter may be required 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 presenter's presentation. IIBEC considers presenters' 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/proposal 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 typically not required if a paper is being submitted.

3.5 Formats

Standard IIBEC formats for submitting presenter abstracts, proposals, 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.

A paper or article must be submitted via e-mail with all contents, including graphics, diagrams, sketches, and photographs, embedded in a word processing document (Microsoft Word) for peer review by the committee.

Once the paper or article 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 presenters 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* or in *Interface*, 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 presenters should they desire copies of the presenters' PowerPoint presentations or other reference materials related to their presentations that are not included in the publications. Presenters may provide such materials at their discretion.

3.7 Video and Audio Recording

IIBEC reserves the right to require presenters to participate in a recording session of the presentation in addition to presenting live during the 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.

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 presenter 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
- IIBEC Speaker Release Form for Video/Audio

APPENDIX 1

FORMATS

STANDARD FORMAT FOR ABSTRACT/PROPOSAL



(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)

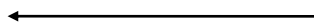
Name and Location of Event

(12 Point Times, Centered)

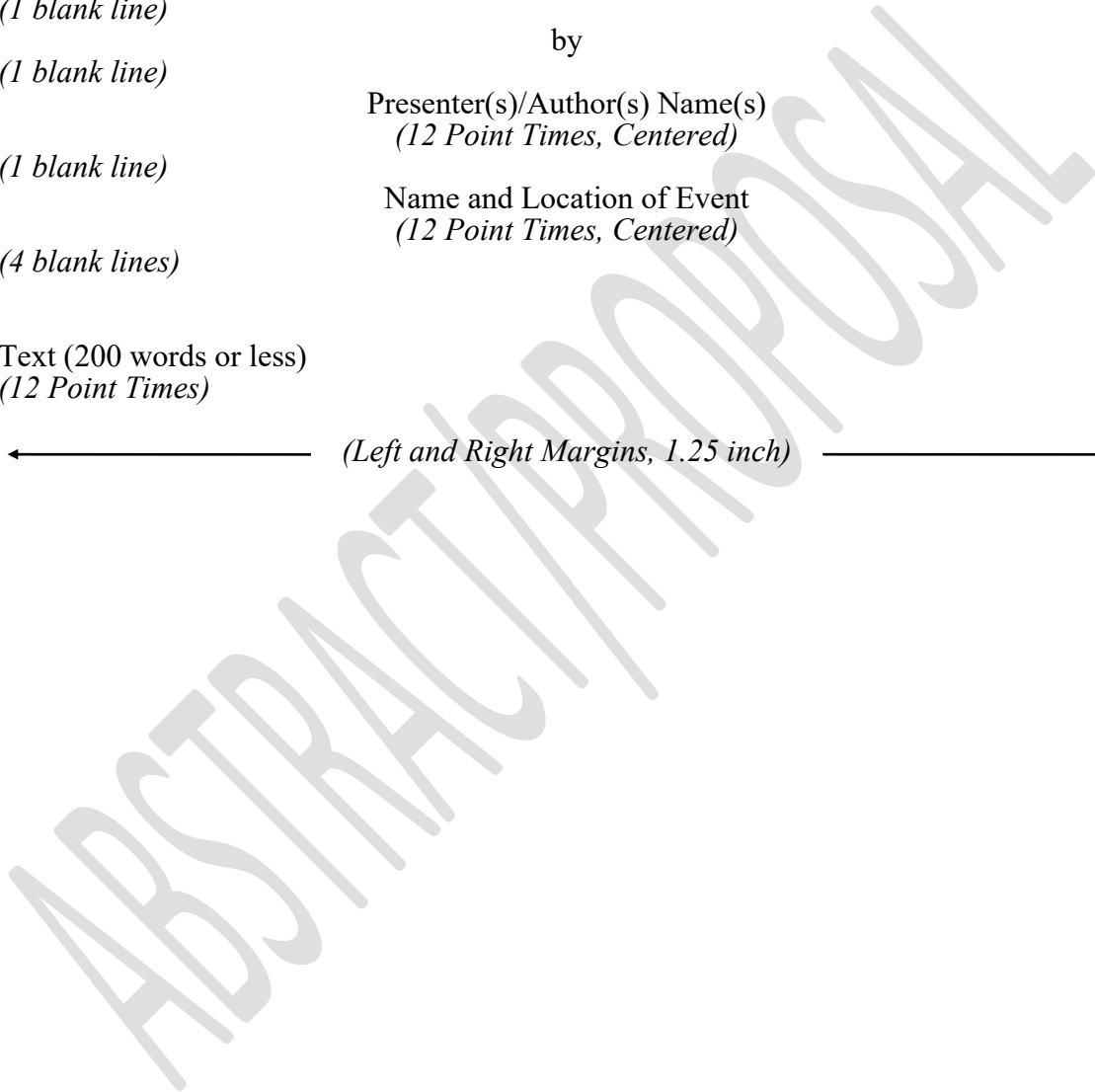
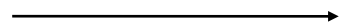
(4 blank lines)

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)

PRESENTER 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/ARTICLE



(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