



**IBEC**

International Institute of  
Building Enclosure Consultants

**PRESENTATION & OUTLINE  
GUIDELINES**

**IIBEC  
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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 outline.

### **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.

### **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.

### **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.**

**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.)*

