

PRESENTATION GUIDELINES – Thermal Distribution Workshop

Important Deadlines

Speaker Registration/Payment Deadline – Monday, December 28, 2020

PowerPoint Presentation Submission – Monday, February 1, 2021

As a virtual conference, IDEA plans to host the Thermal Distribution Workshop as a Live Zoom event. **You have been selected to deliver a live presentation during the thermal distribution workshop.** Participants are expected to adhere to the strict timing requirements and are required to participate in at least one of the IDEA pre-event speaker guidance briefings. These briefings will explain the logistics and best practices for presentations and how the Q&A session will be executed.

Submission Requirements:

FINAL Power Point presentation must be emailed to speakers.idea@districtenergy.org by or before 5:00 PM EST on Monday, February 1st, 2021. All required internal (marketing/legal) and external (clients/co-presenters) approvals for the material you submit must be obtained by this date. Failure to submit the presentations by the submission deadline could result in removal from technical program.

- Files larger than **20 MB** should be submitted to:
<https://internationaldistrictenergyassociation.wetransfer.com/>
- Files should be named using the lead speaker's last name and date of submission (i.e. HAWKINS-20210106)
- A confirmation email will be sent upon receipt of your presentation. If you do not receive an email confirmation within 24 hours, then the presentation was not received. Please contact speakers.idea@districtenergy.org to alert IDEA of status.
- The Technical Committee will review all presentations after they have been submitted and may request changes or may make suggestions to improve presentations as needed. If your presentation requires a revision you will be notified and provided a detailed summary of the request as well as a new due date for the revised submission.
- If no changes or suggestions are needed, you will receive a notification that your presentation was accepted and that your presentation is considered final.

Format Requirements:

PowerPoint:

- Example presentations can be found [here](#).
- PowerPoint presentation (.pptx) **Do not submit a PDF.**
- 16:9 widescreen presentation ratio
- Font size no smaller than 18 pt.
- Content must be presented and written in English.



- Include conference logo provided in bottom left corner of the title and concluding slide at minimum.

Content Requirements:

- **CASE STUDIES AND PROJECT DATA MUST BE INCLUDED.** Please present technologies, equipment, tools, etc. within the context/application of a case study/project.
- Presentations should be no longer than 20-25 slides and **must** include:
 - Title slide (IDEA conference logo, title, company name and logo, name of speaker(s))
 - Slide introducing the problem
 - Solution slides featuring a **case study/project**
 - Lessons learned
 - “Questions?” slide
 - Thank you slide, that includes IDEA conference logo, company logo, speaker name(s) and contact info
- Please plan for a maximum of 20 minutes of presentation, followed by 10 minutes of live Q&A.
- **NO COMMERCIAL CONTENT ALLOWED** (e.g. equipment/product cut sheets, product catalogs, company profiles, “About Us” slides, marketing slides are strictly prohibited)
- **No comparisons to other vendors’ and/or competitors’ products or technologies. Please refrain from using trademark names or product-specific content.**
- **No speaker photos in the body of presentation.** Speaker photos and bios will be made available elsewhere on the event platform.

Thank you for your interest in participating in an IDEA Conference. Since 1909, IDEA has organized and produced high-quality technical conferences for the district energy industry. We appreciate your participation and cooperation.