

SPEAKER GUIDELINES

- **Use of photography/video** – IDEA reserves the right to photograph or video tape presenters for all or portions of their presentations. Presenters agree to allow IDEA to post or publish images on IDEA or related websites and mobile apps, in *District Energy* magazine or other publications without restriction and without prior consent.
- **Third-party videotaping of presentations or photography is not allowed** and is expressly prohibited during the conference so as not to interfere with the quiet enjoyment of all registered conference attendees and other presenters or panelists.
- **Registration & Payment** – Registration for the full conference and payment is required of all speakers. Full Conference registration is offered at a discounted speaker rate. Registration payments must be settled in full at least one month (30 days) prior to the scheduled date of presentation to ensure a full and complete event program. Full Conference registration includes participation in conference technical program, attendance at all listed networking and meal functions, and listing in conference program and mobile app. Speakers may also elect to register and attend additional conference-related activities such as workshops, golf tournament or spouse program, at the prevailing rate.
- **Cancellation** - Conference registration cancellations requested prior to cancellation deadline will be refunded less a \$200 fee. Substitute registrations are allowed up to ten (10) days prior to conference opening date. Registration is non-refundable after the cancellation deadline. IDEA is not responsible for travel related delays or cancellations due to weather.
- **Copyright** – The author(s) agrees that the copyright of the volume of presentation to be presented is vested in the publisher of the proceedings. It is understood that authors retain the right to give other publishers permission to re-publish their presentations in their entirety or as subsequently edited or abbreviated as long as the IDEA Conference is given as the source and the re-use is not prior to the scheduled presentation at the IDEA Conference. The author(s) further agrees that IDEA may permit such use of its copyright publications, as it deems proper, upon judicious considerations, through abstracts, quotations or excerpts. The primary author is responsible for the accuracy of the material submitted and hereby certifies that all content submitted to IDEA is original and is free and clear of any copyright infringements and indemnifies IDEA of any claims related to its use, publication or posting.
- **Review, Approval and Posting of Presentations** – Presentations will be reviewed in advance by a conference program committee and evaluated for relevance and commercial content. Presentations are intended to be educational and should expressly avoid commercial content or brand references. IDEA reserves the right to post all presentations on IDEA's website for download to the general public.
- **Day of Presentation** – All speakers are expected to attend a "Speaker Ready" meeting on the morning of the day they are scheduled to present. The 30 minute meeting will typically include breakfast and is intended to confirm speaker arrival at the venue, introduce the session moderator and other presenters, confirm bios for introductions and clarify final event logistics. Last minute edits or changes to presentations are not allowed. All speakers are expected to adhere to the time allotted for their presentation (including time for Q&A) and moderators will be responsible for session timings. Speakers are advised to arrive at the selected room at least 20 minutes prior to the scheduled start time for their session.

Presentation Requirements:

- Must submit a PowerPoint presentation. PDF files will not be accepted.
- PowerPoint presentations must be submitted in a 16:9 widescreen presentation ratio.
- Content must be written and presented in English.
- The purpose or objective and the conclusion of the presentation should be clearly stated.
- Please plan for 25 minutes of presentation and 5 minutes of Q&A. Limit the slide deck to 25 slides to keep the program on schedule.
- **No commercial content will be allowed (example, "Who We Are" and "About Us" company and/or marketing slides).** Presenters are asked to focus on specific case studies. Use of trade names must be kept to a minimum and used only as necessary to describe the application of a process. Organization logos can be displayed as footer on each slide but presenters are required to keep commercialism to a minimum. *The conference technical committee may make suggestions to improve presentations as needed.*
- **Presentations must be submitted directly to Paige Davis at paige.idea@districtenergy.org or shared with paige.idea@districtenergy.org on a file sharing site such as Dropbox. We will send confirmation upon receiving your presentation.**

If you have questions regarding the technical content of the presentation, please call Laxmi Rao or Paige Davis at +1-508-366-9339 or send an email to both laxmi.idea@districtenergy.org and paige.idea@districtenergy.org