

PRESENTATION GUIDELINES

Remaining Deadlines

PowerPoint & PDF Presentation Submission – Friday January 7, 2022

Video Presentation Submission – Tuesday, January 25, 2022

PowerPoint Format Requirements:

- IDEA recommends using the attached [template of a PowerPoint file](#).
- PPT should be in 16:9 widescreen presentation ratio.
- Font size on slides should be no smaller than 25 pt.
- Slide content must be presented and written in English.
- Please plan for 20 minutes of presentation and 5-10 minutes of Q&A with the audience, this should amount to 20-25 slides including:
 - The first slide – provided by IDEA, with our conference logo and picture of Boston – should be the first slide in all presentations
 - The second slide should include your presentation title, company name(s) and logo(s), and name of the speaker(s)
 - One or more slides introducing the problem
 - Solution slides featuring a **Case Study/Project**
 - Lessons Learned
 - A “Q&A” Slide (see second-to-last slide in attached PPT file)
 - Thank You Slide with company logo, speaker name(s) and contact info

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.
- **NO COMMERCIAL CONTENT ALLOWED** (e.g. equipment/product cut sheets, product catalogs, company profiles, “About Us” slides, marketing slides)
- **No speaker photos.** Speaker photos and bios will be made available on the CampusEnergy2022 website.
- **No comparisons to other vendors’ and/or competitors’ products.**

Submission Requirements:

- Once completed, the PowerPoint Presentation (.pptx) AND a PDF version should be uploaded to the [Speaker Resources Center](#) by **no later than Friday, January 7, 2022**.
- To upload to the [Speaker Resources Center](#), click the “log in” button on the top right-hand corner of the Speaker Resources Center page. Once there, you will see a tab for “My Tasks”. Select the task “Upload Presentation Materials” to upload directly to our website. If your presentation is greater than 250 MB, please upload to IDEA’s WeTransfer site: <https://internationaldistrictenergyassociation.wetransfer.com/>
- **All speakers must submit PowerPoint Presentations in accordance with the presentation guidelines and by the submission deadlines.** Failure to submit presentations by the submission deadline could result in removal from technical program.
- The conference Technical Committee may make suggestions to improve presentations as needed. **The deadline for any necessary changes will be communicated directly to you. NO ONSITE CHANGES WILL BE ACCEPTED.**

If you have any questions, please do not hesitate to ask Jason Beal at jason.idea@districtenergy.org or Emily Riskalla at emily.idea@districtenergy.org or +1 (508) 366-9339.

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Recording Your Presentation

Once your slides are uploaded, they will be reviewed and (barring any issues with content) approved by IDEA ASAP.

Once approved, you can then schedule the **prerecord of your session** with your fellow presenters (or on your own, if you are the only presenter in your session). It is **highly recommended** that your prerecorded be a simple recording of a Zoom call between presenters, including a screen share of your slides. Think of it as a practice round for the real thing in February!

A few notes about the recording:

- IDEA is asking you to prerecord your session so that it can be streamed to our virtual attendees and so we can archive it on our virtual platform, allowing all attendees access to your presentation for 90 days after the event closes, increasing your visibility with all attendees, not just those in your session.
- While most of you likely know the basics of recording a Zoom call, a helpful 'cheat sheet' will be forthcoming. If you are the only presenter in your session, we recommend you schedule a Zoom call with an off-camera employee who can record it for you so that you can focus on your presentation.
- Once the recording has been made, please upload your presentation by logging into the [CampusEnergy2022 Speaker Resource Center](#), selecting "My Tasks" and "Upload or Send Video Presentation to IDEA". If your presentation is greater than 250 MB, please upload to IDEA's WeTransfer site (referenced earlier in this document).
- A confirmation email will be sent upon receiving your presentation; if you do not receive confirmation then the presentation was not received.

This prerecorded mp4 file must be delivered to us by **Tuesday, January 25th** to ensure we have enough time to upload into our online platform.