



AIRAH Speakers Manual & Policy

Thank you for accepting the invitation to present at an AIRAH event. We trust that you will enjoy the event and the opportunity to meet and network with AIRAH members and the HVAC&R industry.

AIRAH (Australian Institute of Refrigeration, Air Conditioning and Heating) is the recognised voice of the Australian HVAC&R industry. We aim to minimise the environmental footprint of our vital sector through communication, education and encouraging better practice.

Presenter Quality Commitment Statement

This quality commitment statement is designed to maintain the highest quality of education and standards. The benefits of a quality commitment include:

The Presenter's personal and professional reputation as a resource for quality education and information will be maintained.

The Provider organisation will be recognised as an excellent, unbiased source of education for HVAC&R professionals.

To ensure these benefits are accomplished, the speaker agrees to:

- Deliver the presentation, without endorsement, bias, marketing or sales orientation.
- Recognise that any information and handouts distributed are done with the intent to reinforce the learning objectives.
- Defer product and proprietary specific questions for discussion either before or after the seminar has concluded.
- Deliver the presentation as it relates to the learning objectives.
- Strive to make presentation and materials as accurate, appropriate, and interesting as possible within the timeframe allocated.

Audio visual

The seminar, forum, event or conference venue will be equipped with the following:

- Laptop (PC)
- Remote mouse with laser pointer
- Data projector
- Lectern with microphone
- Handheld microphone (if required)

If you require any additional or specific audio-visual equipment, please contact airah@airah.org.au

AIRAH Speaker Commercialism Policy

Commercialism is the inclusion of visual, written, or verbal references to any organisation for the promotion or commercial advantage of that organisation or the commercial disadvantage of a competing organisation.

The AIRAH Board will strictly enforce this policy for AIRAH papers, presentations, and/or research documentation at AIRAH Conferences and professional development events.

Policy Enforcement:

- AIRAH coordinates the review of all papers and presentations prior to publication or presentation. AIRAH shall review all presentation materials. Nonconforming items within the presentation materials must be deleted by the presenter or the material will not be allowed to be presented.
- Exemptions for special cases will require the written approval of the AIRAH CEO prior to the start of the conference or technical seminar.

What is Not Allowed:

- References or displays of trade names, logos or products provided by an HVAC&R related commercial organisation, except as described in the “What is Allowed” section below. Such organisations shall include, but not be limited to: manufacturers, sales representatives, consulting firms, software/hardware providers, and contracting firms.
- Inference that AIRAH approves or endorses any product, software or system for any reason, even if the product, software or system complies with an AIRAH standard. The AIRAH Logo may not be used without prior express permission from the association.
- Copies of papers or portions thereof, draft position papers or recommendations, brochures, or other information SHALL NOT be made available at AIRAH conference sessions without

prior express permission from AIRAH.

- Product presentations that feature companies or products are not permitted, even if the company or product is not specifically referenced by name.
- Promotion or endorsement is prohibited and shall be excluded at the discretion of the Conferences Committee Chair or the local State Division President.

What is Allowed:

- First slide or presentation introductions: This may include the name of author(s)/presenter(s) and their e-mail addresses, their affiliations, companies, supporting organisations, sponsoring technical committee, and corporate logo. For case studies, with permission from the study subject, the slide or presentation introduction may also reference the facility owner, facility or site of the study.
- Research, programs, case studies, statements, policy, and/or legislation from any organisation may be referenced only to maintain presentation clarity and relevance. Research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced only to maintain presentation clarity and relevance.
- Reference to universities, research agencies, government agencies, government-sponsored agencies, and/or non-profit organisations shall be allowed if the reference is non-biased in nature, germane to the focus of the publication/presentation, and does not imply an AIRAH endorsement of a product and/or service.
- Presentations may include reference to commercial software products and may include performance data of the inclusion of such references and data is necessary to illustrate use of the software.
- Trade or company names and/or logos of historical nature may be allowed where the featured equipment or its lineage is no longer manufactured, and the company and/or product names are used in the context of their historical development.
- Trade or company names and/or logos NOT related to the HVAC&R industry provided recognition of these items is not intended to be promotional, AIRAH endorsement is not conveyed, and there is no implication that the audience is required to use the commercial entity.
- Specific reference may be made to industry-related standards, test methods and codes.
- Some examples include ANSI Z21.19-2002, UL 425, AHRI 1110-2006, NFPA 20-2010.
- Make, model or sole source of critical test instrumentation, engineering software, reagents or apparatus may be identified as a footnote, so that others may duplicate the testing.

- Final slide: The presenter's name and contact details such as email address and phone number; as well as co-authors' names and email addresses may appear on the last slide.

Preparation of Visual Aids – PowerPoint presentations

The first step in preparing your visual aids is to establish the overall organisation of your presentation. If you are presenting a paper (e.g. a technical paper, or a conference paper) then your organisation will normally follow the paper. If your talk is not based on a paper (e.g., seminar or forum session) then the following standard formats are recommended:

- Your first visual should be an introduction with the title of the presentation, name and company / organisation affiliation.
NB: Based on the AIRAH commercialisation policy this is the only slide where any reference to any company or organisation may be made.
- The second visual should be the Learning Objectives for your presentation.
- The third visual can be an acknowledgement slide. This is required for presentations that are based on the presenter's paper. The co-authors should be acknowledged, and the title of the paper and number should be included.
- The next visual should be an outline (like a table of contents in a book). This visual should tell the audience where you are going and gives them a feel for the overall presentation order.
- A visual, which may be useful, is one that presents the Objectives and Scope of the study being presented. However, it is possible that this information may be incorporated into the first two visuals.
- The body of your presentation (less the Conclusions and Summary) is the method of the analysis, experiments, or design and results of the study. This format is based on the presentation of an engineering or technical topic, however other presentations may not fit in this format. The following hints and techniques will enhance this part of your presentation.
- Put your major points in a visual text with each page consisting of no more than six major points with each being less than ten words (NB: these are rough guidelines).
- Avoid complete sentences since you do not want the audience to read each word. A criterion for the speaker to follow which provides guidance for text visuals is two-fold.
- If you were making up notes to follow as you give your talk (so that you don't lose your way or, so you make sure you don't skip material), how would your notes look? In other words, show your audience these notes in a visual.
- Without speaking a word, would a member of the audience understand your talk by just looking at your visual aids?

- Do not overload each visual with too many equations or data. The result may be that there is no room for text, or that too much time is spent discussing one visual (you lose your audience if you do not present them with a new visual in a timely manner). Another result is that too much information on a visual may confuse the audience by overloading them. A solution to the above problems is to divide the information (e.g. equations or data) into several visuals.
- Make sure that the details in schematics, figures and tables can be read and seen by all members of the anticipated audience. If labels and numbers are too small or bold enough they appear as blurs to the audience. While you are presenting schematics, figures, and tables, thoroughly explain the contents of these visuals to the audience. In words, do not expect the audience to look at these visuals and have instant understanding. Consider making up text visuals which state the major points associated with each schematic, figure, and table.
- The next to last visual is the Conclusion (or Summary). No talk should be without one. Of special importance, limit information that is contained in this visual by emphasizing the major points of your talk (as before, do not use complete sentences and do follow rules of less than six major points with each point having less than ten words). Also, remember that the Conclusion should have no new information but rather be a capsulation of information from the main body of your presentation.
- If the presentation cites other works, a Bibliography slide can be included here.
- The last visual is a “Questions” slide. You may include your email address on this slide but not any other contact information or company (affiliation) information or logos.

Divisional Presentations

For those that are delivering presentations at AIRAH Divisional Events, the local Membership Services Officer will also provide the presenters with a “Information for AIRAH Division Event Presenters” which covers specifics for the actual Division event, venues timings and other pointers specific to that event.

For more information on Divisional presentations please contact membership@airah.org.au.

Conference Presentations

The following are general guidelines [AIRAH Conference General Guidelines](#) regarding the preparation and delivery of your presentation.

Pre-conference

- All PowerPoint presentations must use the relevant conference template. Please email conferences@airah.org.au for a copy.
- Submit your PowerPoint presentation to the Conference Organiser by the nominated deadline.

- Your presentation should not have been presented at any other event, unless it contains new information and has been tailored for the audience.
- Corporate speakers should introduce their company only briefly and should declare any conflicts of interests at the beginning of their presentation.
- If, due to unforeseen circumstances, you are no longer able to present at the conference, please notify AIRAH's Conference Organiser immediately.
- If you wish to be put in touch with any of the other conference speakers, to discuss the content of their presentation, please contact AIRAH.
- Advise AIRAH of any AV, catering or any other special requirements you have, well-ahead of the conference.

During the conference

- You will be provided with information as to when arrive at the venue, ahead of your presentation. Generally, this will be in the meal break before your session. Please be on time.
- On arrival, ask for the AIRAH conference organiser, who will assist you and introduce you to the session chair and the AV technician.
- Bring a copy of your presentation on USB. Any video or media files should be provided as separate files.
- AV technicians will be available throughout the conference to assist with pre-loading presentations onto conference laptops before the session, and checking the formatting is correct.
- During the meal break, ahead of their session, speakers will be asked to test their presentations, the microphone and the remote control to familiarise themselves with the equipment and ensure they are comfortable.
- Please ensure you do not exceed the time limit for your presentation. A 3-minute warning bell will sound.
- Group questions and answers will take place at the end of each conference session, unless otherwise stated.

Post-conference

- AIRAH will provide each delegate with access to your technical paper and or PowerPoint presentation via the AIRAH Events App or via a website link post the presentation.
- Accessing the technical paper and or PowerPoint presentation will be via a non-editable PDF copy. If your presentation contains sensitive information and you prefer to supply a different version for download, please advise AIRAH before the event.

Technical Papers

Please refer to the [technical paper guidelines](#) for further information and guidelines on writing a technical submission for inclusion in Ecolibrium; or presentation at an AIRAH conference. Adherence to these guidelines will assist the review process and increase the chances of your paper being included.