



SPEAKER MANUAL AND POLICY

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Please note: This speaker manual and policy document covers AIRAH's conferences, forums, and seminars. For information on AIRAH's webinar (Streamline and Technology Talk) presentation policy, please contact training@airah.org.au

Introduction

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

AIRAH (the Australian Institute of Refrigeration, Air Conditioning, and Heating) is the recognised voice of the Australian HVAC&R building services 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 building services 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.

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 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 (page 5). 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 Institute.
- 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 conference's committee chair or the division's Associate Director.

What is allowed

- First slide or presentation introductions: This may include the name of author(s)/presenter(s) and their email 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 the name of organisations, 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 if 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 building services 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.
- 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 be displayed.

Presentations – preparation of visual aids / PowerPoint decks

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 this 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:

Introductory slides	1	Your first slide should be an introduction with the title of the presentation, name, and company or organisation affiliation. Based on the AIRAH commercialisation policy this is the only slide where any reference to any company or organisation may be made.
	2	The second slide should be the learning objectives for your presentation.
	3	The third slide can be an acknowledgement. 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
	4	The next slide should be an outline (similar to a table of contents in a book). This visual should tell the audience where you are going and provide a feel for the overall presentation order.
	5	A slide, 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 slides.
Body	<p>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.</p> <ul style="list-style-type: none"> • Put your major points in a visual text, with each page consisting of no more than six major points with each being less than 10 words (NB: these are rough guidelines). • Avoid complete sentences – you do not want the audience to spend their time reading. Ask yourself: <ul style="list-style-type: none"> ○ If you were making up notes to follow as you gave your talk (so you don't lose your way or skip material), how would your notes look? In other words, show your audience these notes in a visual. ○ Would someone understand your talk by just looking at your slides? • 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. 	

	<ul style="list-style-type: none"> • Make sure 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 too 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. 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.
Conclusion	<p>All talks should end without a conclusion (or summary) slide. Limit information that is contained in this slide by emphasising 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 10 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.</p> <p>If the presentation cites other works, a bibliography slide can be included here.</p> <p>Your final presentation slide can include your name and contact details (such as email address and phone number), as well as applicable co-authors' names and email addresses.</p> <p>The last slide is a "Questions?" or "Q&A" slide (unless otherwise discussed with AIRAH beforehand). You may include your email address on this slide, but refrain from any other contact information or company (affiliation) information or logos.</p>

Audio visual

The event (seminar, conference, or forum) 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

Division presentations

For those delivering presentations at an AIRAH divisional event, the local Membership Services Officer will also provide the presenters with information covering specifics for the actual division event, venue timings, and other pointers relevant and specific to that event.

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

Conference and forum presentations

The following are general guidelines regarding the preparation and delivery of your presentation at an AIRAH conference or forum.

Pre-conference

- All PowerPoint presentations must use the relevant conference/forum 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/forum organiser immediately.
- If you wish to be put in touch with any of the other conference/forum 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/forum.

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/forum to assist with pre-loading presentations onto laptops before the session, and checking the formatting is correct.
- During the meal break, ahead of the 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 three-minute warning bell will sound.
- Group questions and answers will take place at the end of each conference/forum session, unless otherwise stated.

Post-conference

Following your presentation, 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.

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.