GUIDELINES
FOR ORGANIZERS OF
IIR CONFERENCES
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I. BACKGROUND

Conferences held by the International Institute of Refrigeration (IIR) are key activities that expand the IIR’s sphere of influence at scientific and technical levels. Conferences are designed to:

- update attendees on leading-edge knowledge;
- present results obtained in research and development;
- present new, innovative industry achievements, in all refrigeration fields and applications;
- promote exchange of knowledge between specialists from all countries;
- enable researchers, teachers and professors, and industrial stakeholders and end-users to network within the framework of the IIR;
- disseminate information via proceedings.

Conferences are held on the invitation of organizers in a host country, which must be a member country of the IIR (see list of paid-up member country). They are prepared, organized and held by these organizers in collaboration with the IIR.

When invited to do so by other organizations, the IIR may co-sponsor events. A separate document entitled “Conditions for granting co-sponsorship by the IIR” defines the conditions under which co-sponsorship is granted.

Experience shows that the success of a conference depends on a number of factors, particularly the conditions described in these guidelines, which contain 6 sections and 16 Annexes.
II. GENERAL INFORMATION

Responsibilities of the organizers in the host country

The organizers in the host country shall:

Submit a proposal that will be examined by the IIR Science and Technology Council (STC) with a view to approving the conference. The proposal shall contain:

- a conference title,
- a venue,
- a date for the conference,
- a draft scientific and technical program,
- a promotional strategy for the event (to participants and speakers/authors),
- an estimated budget,
- the Commissions involved,
- the Organizing Committee,
- the Program Committee (optional),
- the International Scientific Committee.

The ideal timing for sending conference proposals is during the first quarter of the year; this enables the STC to prepare its 4-Year Rolling Plan before its annual meeting in June (or before the congress in congress years).

Organizers should make their intentions known as early as possible (20 months before the conference if possible) and to check that the theme and date chosen fit in with IIR and IIR-co-sponsored conferences that have already been approved.

A model of a proposal is provided with this document (see Section VII, Annex A: Organization of an IIR Conference – Proposal to be submitted to the STC). Host countries for established IIR serial conferences are selected based on solicited proposals using Expression of Interest Form to be obtained from the Head Office.

II.1.1 Handle the organization of the conference.
II.1.2 Work with the President(s) of the commission(s) involved along with their officer(s) (Vice-Presidents and Secretaries) in order to handle the scientific and technical aspects of the organization of the conference, and to promote the active participation of Host-Country experts.
II.1.3 Finance the conference proceedings in the electronic form (preferably on a memory stick; preprints in paper format are not obligatory). The conference proceedings shall be made available to participants during the conference. The organizers shall take into account the cost of proceedings on an electronic storage device when setting registration fees for participants. The IIR shall inform the organizers concerning the number of additional proceedings on memory sticks. The IIR shall cover the marginal cost of these additional memory sticks sent on demand: the organizers shall notify the IIR of the production costs of these electronic storage devices and the IIR reserves the right to produce the additional proceedings entirely or paper by paper using a memory stick provided by the organizers (see Section VII, Annex L).
II.1.4 Cover the hotel expenses of the representative of the IIR, and if possible, the Chairman of the conference, the President of the International Scientific Committee (when from another country) and plenary speakers. The registration of the representative and, where applicable, a member of the IIR staff shall be free of charge.
II.1.5 Allocate time (5-15 minutes) during the opening session for a representative of the IIR to give a brief speech.
II.1.6 Handle advertising in order to publicize the conference in the Host and other Countries (through announcements and calls for papers and a dedicated website...) and the establishing of direct links with the IIR website. A press kit may be prepared by the organizers in collaboration with the IIR. This file shall be sent out to technical journals (the IIR shall provide the organizers with lists of journals and contact persons).
II.1.7 Ensure the professional video recording/filming of several sessions at the conference wherever possible (see section VI.10 for more details).
II.1.8 Provide a list of accommodation and/or arrange a room block (with price lists). Additionally, inform participants of all transport access available (plane, train etc.).
II.1.9 Set up all necessary contacts with the Authorities in the Host Country in order to ensure that the IIR conference meets with the approval of the Authorities, in particular to ensure that persons from all IIR Member Countries will be able to attend the event, and to facilitate the attendance of all experts wishing to take part in the conference.
II.1.10 In case of cancellation, inform the IIR first, then all persons who had made known their intention to
take part in the conference, that the event has had to be cancelled (the IIR shall be provided with a list of these persons), if the conference has to be cancelled, for instance if the number of participants or papers is insufficient.

**Responsibilities of the IIR**

The STC shall examine all conference proposals. After having examined a conference proposal, the STC shall express its views on:

- approval (or not) of the proposed conference, responsibilities of the IIR,
- approval (or not) of the proposed title of the conference,
- the date,
- the commission(s) directly involved and that or those that will be invited to back the conference
  - (Conference of Commission(s)…..with Commission(s)…..),
- the scientific and technical program.

**II.1.11** Commission Presidents and officers shall assist the organizers by actively seeking scientific and technical papers falling within the scope of the conference, by informing members of their commission of the conference, and by devoting time to paper reviewing and chairing sessions during the event.

**II.1.12** As soon as the organizers and the IIR have reached an agreement, the IIR shall ensure that the conference is publicized using all communication tools at its disposal: IIR publications (International Journal of Refrigeration, Newsletter, etc.), publication on the IIR website and social media, the websites of the IIR commissions involved, publication via a link that shall be set up between the IIR website and the conference website, and thanks to sets of labels of contact persons within the IIR network in order to facilitate mailings.

**II.1.13** Papers presented at the conference will be abstracted. Almost all of the abstracts and papers shall be entered into the FRIDOC database and indexed in Scopus and Web of Science.

**IIR conference services**

As part of its conference service package, the IIR agrees to make available to the conference organizer the following services at the specified tariffs:

<table>
<thead>
<tr>
<th>Branded conference website:</th>
<th>• set up and managed by the IIR head office</th>
<th>1 000 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract and paper management system (including registration):</td>
<td>• set up by the IIR head office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• managed by the conference organizer</td>
<td>See below</td>
</tr>
</tbody>
</table>

**Abstract and paper management system Tariffs (not including VAT)**

<table>
<thead>
<tr>
<th>Number of submissions reviewed</th>
<th>0-200</th>
<th>201-300</th>
<th>301-500</th>
<th>501-1000</th>
<th>1000+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract and paper management system (including registration):</td>
<td>1,200 €</td>
<td>1,600 €</td>
<td>2,000 €</td>
<td>2,400 €</td>
<td>€ 2.40 per Abstract</td>
</tr>
<tr>
<td>Book of abstracts:</td>
<td>700 €</td>
<td>800 €</td>
<td>1,000 €</td>
<td>1,500 €</td>
<td>1,50 € per Abstract</td>
</tr>
<tr>
<td>Book of proceedings:</td>
<td>700 €</td>
<td>800 €</td>
<td>1,000 €</td>
<td>1,500 €</td>
<td>1,50 € per Abstract</td>
</tr>
</tbody>
</table>

Alternatively, the conference organizer can set up and manage the conference website, abstract and paper reviews, and registration independently if they wish.

Please find below a list of alternative abstract and paper management systems that can be implemented by the conference organizer:

- Indico: [https://indico.cern.ch/](https://indico.cern.ch/)
- Formdesk: [https://en.formdesk.com/](https://en.formdesk.com/)
- Conftool: [http://www.conftool.net/en.html](http://www.conftool.net/en.html)
- Science conf: [https://www.sciencesconf.org/](https://www.sciencesconf.org/)
Agreement between the organizers and the IIR

The purpose of this agreement is to define the framework and responsibilities of the organizers and the IIR. A model of an agreement is provided in Section VII, Annex B. It shall comprise the following:

- the terms of the STC’s approval of the conference,
- a reminder of the organizers’ and the IIR’s respective responsibilities as described in Sections III.1.1 and III.1.2 of this document,
- the organizers’ agreement to ensure that thorough paper selection and review will be conducted,
- the organizers’ agreement to publish the conference proceedings on a memory stick in time for the conference.

The IIR and the organizers may add any other points on which they have agreed. Once the organizers have been notified concerning STC approval of the conference, this Agreement shall be signed as soon as possible.
III. SCIENTIFIC AND TECHNICAL PROGRAM

Themes and sub-themes
The scope of the general theme of a conference should be relatively narrow and clearly defined in order to attract experts, but should not be so narrow as to discourage potential authors. It is thus important to strike a balance in terms of scope and draw up detailed lists of themes and sub-themes; this enables authors to determine whether or not their paper fits into the sphere dealt with by the conference.

Moreover, the themes and sub-themes must also be of great interest in order to attract attendees who do not intend to present papers. The following points should be taken into account:

1. For plenary sessions, the organizers should invite high-level speakers who are able to present state-of-the-art papers with a scope broad enough to interest attendees who are not familiar with the technologies involved in the sector in question.
2. Where parallel sessions are organized, it should be possible for participants to move from one session to another in order to attend the paper presentations they are interested in.
3. A focal theme should be defined for each conference day; this promotes 1-day registration for persons who would not otherwise attend the scientific and technical program.

Typical IIR conference schedule
Section VII, Annex C shows a typical conference organization schedule covering all phases in the organization of the event. The suggested time frames are given as an indication and can be modulated according to the framework within which the conference is organized.

The scientific and technical program
An optimal conference duration is 3 days. In order to ensure that as many experts as possible from the greatest possible number of countries will attend the conference, the program should be attractive and should comprise a few clearly defined themes (generally 3 to 5) involving 1, 2 or exceptionally 3 commissions. The scientific and technical program shall be clearly presented in all documents (announcements, calls for papers, the website...) used to publicize the conference.

Typical conference budgetary framework
Section VII, Annex D shows a typical conference budgetary framework. This framework is designed to enable the organizers to (i) prepare an estimated budget; and (ii) calculate the breakeven point. The estimated budget will need to be updated several times during the period leading up to the conference and reconciled with the operating budget.

Typical IIR conference timetable
Optimal scheduling of a conference involves using four sessions per day, with each session lasting 1½ to 2 hours at the most. Thirty-minute tea/coffee breaks should be scheduled (one mid-morning and one mid-afternoon) and a lunch break of 60-75 minutes should be scheduled. These breaks should be intentionally quite long in order to promote conversation and exchanges of viewpoints between participants. Section VII, Annex E provides a typical IIR conference timetable for a 4-day event (3 days at a conference centre and 1 optional day devoted to technical tours).

On the morning of the opening day, the conference should not be scheduled to start too early, in order to allow time for registration and to enable host-country participants to arrive on the opening morning rather than on the previous evening. In the same way, the conference should end relatively early on the closing day in order to enable host-country attendees to reach home the same day. This policy enables attendees to save on hotel expenses and promotes host-country attendance.

The opening session
This session should be kept fairly short (no more than 30 minutes) and should feature:

- a high-level IIR officer from the host country to chair the opening ceremony,
- a member of the host-country national/regional government or a local authority invited to speak,
- a short welcoming speech given by a person from the host organizer’s organization,
- time allocated to the representative of the IIR to speak in order to thank the host country representatives and organizers and to welcome participants.

Each speech should last approximately 5-7 minutes.
Plenary sessions
As previously mentioned, plenary sessions are designed to provide participants with a broad overview of recent developments in certain fields within the sphere covered by the conference. It is important to select high-profile speakers who are able to present their papers in the required language. The written paper should not exceed 12 pages and the oral presentation should last 30-40 minutes. In general, no discussion is scheduled.

Scientific and technical sessions
No session should last for more than 2 hours without a break.
Oral paper presentations should be scheduled as follows:

- **Oral presentation**: 15 minutes
- **Reminder to the author**: 2 minutes before the end of the allocated period
- **Additional time**: 2 minutes at the most
- **Discussions**: 5 minutes

The chairperson must be firm in reminding speakers that they must comply with the time allocated for their paper presentations. If the speaker goes beyond the allocated time interval, the chairperson must then reduce the time allocated to discussions.

Papers can be presented using other means, for instance poster presentations can be used, particularly if the number of papers available exceeds the number of oral paper presentations scheduled. In this case, organizers need to ensure that the posters are of good quality. Poster sessions can be held in the conference room; each author is allocated 3 minutes (at the most) to present his/her work.

Parallel sessions require thorough planning. Session chairpersons must comply with session programming in order to enable participants to move from one session to another after a paper has been presented. Sessions with the same technical focus should not be scheduled in parallel.

Technical tours
The aim of technical tours is to enable participants to discover innovative refrigeration technology used in the host country; technical tour venues must be carefully selected. Half-day technical tours are recommended during the day(s) after the conference in order to avoid conflict with technical sessions.

Closing ceremony
As for the opening ceremony, the closing ceremony session should be kept fairly short (15-30 minutes is optimal) and should feature a summary of the conference as a whole, with a focus on key points handled during the conference and future trends; this presentation should be given by the highest-ranking member of the STC present at the event, or by a prominent scientist from the host country.

This summary can be published on the website(s) of the commission(s) involved, along with the discussion following technical paper presentations.

The role of the session chair
It is vital to select effective Chairpersons in order to ensure that the conference sessions run smoothly. Wherever possible, the Organizing Committee should consult the list of attendees in order to call on Heads of Sections, Presidents and Vice-Presidents of commissions to play this role. Attention should also be paid to Chairpersons’ countries of origin which should be as varied as possible. Each Chairperson shall call upon a person from the host country to act as Co-Chairman if the Organizing Committee considers this appropriate (for instance where a positive political impact can be generated).

Chairpersons must be selected before the final program is published; contacts should be set up roughly 2 months before the conference in order to ascertain the availability of each Chairperson; it is important to ensure that the Chairpersons selected are fluent in the language required.

See Annex M for full duties of The Session Chair.

IIR commission and working group meetings
The organizers shall schedule 60-minute commission and working group meetings; these meetings are a key part of the conference program and should be organized by the Presidents of the commissions involved well in advance. The organizers shall provide a room and an LCD projector. The organizers shall also promote participation in these
meetings (announced in the final program and by the organizers during the conference). Certain Presidents of commissions may be unable to attend the conference: in this case, one meeting involving two or more commissions can be scheduled. Vice-Presidents of Commissions can also chair the meetings. However, it is the duty of Presidents of the commission(s) involved to attend the conference.

The persons chairing these meetings shall prepare an agenda and an attendance sheet. In case of a Secretary of the Commission cannot attend, they shall appoint a Secretary before the meeting; the Secretary is in charge of preparing the minutes and sending them to the head office of the IIR, along with the attendance list, within 1 month. The minutes shall be sent to participants and posted on the commission(s)’ website(s).

The organizers shall schedule IIR working group meetings in the same way: here again, it is up to the Presidents of working groups to organize the meetings and the organizers shall ensure that sufficient time is allocated.

Student best paper award

The organizers of all IIR conferences other than the IIR Congress have the option to award the Student Best Paper Award according the following guidelines:

- The availability of the award shall be announced at the opening of the conference. It may also be announced earlier in the conference promotional materials.
- The award shall consist of a diploma, which will include the following points:
  1. Conference name, date and place
  2. “Student Best Paper Award
     Presented to .......... for the paper entitled:”[●]”
  3. Conference Chair (including the name and signature), date.
- A template for the diploma shall be obtained from the Head Office of the IIR.
- Organizers may include in their budget an amount between 300 - 500 euros to give as a prize to the winners or to produce a symbolic award to give to the winner.
- The IIR could offer free one-year membership to the International Institute of Refrigeration to winners.
- The conference organizers shall set up the selection process involving members of the International Scientific Committee or/and session chairs, and may also include other members of the IIR participating in the conference.
- The International Scientific Committee selects 5 to 10 best papers and evaluates these papers using pre-defined measurable criteria in order to rank papers. A ranked paper can come from industry.
- Eligibility: the awardee shall present the paper during a technical session (poster presentations do not qualify) and shall be the first author of the paper. He/she shall be currently or within the last 18 months enrolled in a university or equivalent educational organization.
- The award shall be given at the conference closing ceremony.
IV. PAPERS

The success of a conference depends to a great extent on the appeal generated by the quality of its papers. It is recognized that around 50-60% of conference participants are authors and their participation is therefore important not only for its direct impact but also for the effect it will have on the other 40-50% of participants who will be attracted by the quality of the presentations.

Conference announcement – call for papers

As explained above, one of the foremost priorities will be to notify potential participants, both authors and audience, of the conference. The first step in this process is carried out by the IIR who, as soon as it receives the approval of the STC, enters the conference in its calendar which is published in the Newsletter, the International Journal of Refrigeration, on the website of the IIR and the website(s) of the commission(s) involved. At the same time, it is the job of the organizers to pass on the information through the website created for the event, and via a number of scientific and technical journals in the field of the conference and also via one or more announcements and calls for papers.

The drafting of documents involves various contacts with the IIR. The language used is generally English with translation into French of certain essential elements; the recommended format for an announcement and calls for papers is given in Section VII, Annex F.

Authors

Any individual has the right, alone or in collaboration with co-authors, to send in one or several original papers within the scope of the scientific and technical program themes.

The copyright of the papers, the reproduction rights, the translation, and distribution rights belong to the IIR, except in the case of a specific agreement between the author and the IIR. Therefore, all authors are requested to assign the copyright of their article to the IIR in consideration of such publication given in Section VII, Annex N.

The organizers shall draw the authors’ attention to the following points:

1. Authors must personally present their papers at the conference.
2. All authors shall comply with the strict timetable for abstract and full-paper submittal.
3. All authors shall take into account reviewers’ recommendations and comply with the review-process deadlines.
4. All authors shall comply with the document entitled “Guidelines for Authors on the Presentation of Manuscripts” (see Section VII, Annex G).
5. In order to optimally handle “no shows”, i.e. authors who submit papers then do not attend the conference, it is strongly recommended to request a payment (for instance 30% of the registration fee) from authors of accepted papers, when they are informed of the acceptance of their paper. The papers written by those who do not pay will not be included in the technical program.

Open access

All authors must sign a Copyright Transfer Policy, assigning the copyright of their paper to the IIR, in order to be included in the conference.

Any authors wishing to publish their paper in open access must obtain written consent from the IIR (see Copyright Transfer Policy).

Selection and review of papers

Selection of abstracts and review of papers are performed by the International Scientific Committee or Program Committee. Organizers shall inform the scientific experts on this committee that they may be called upon to take part in the paper-review process.

The reviewers should identify and signal to the International Scientific Committee high quality papers that could be published in the International Journal of Refrigeration (refer to section Recommended conference papers for the International Journal of Refrigeration).

Basic principles

Maintaining the level of scientific and technical quality is of the utmost importance. A high-quality paper is not necessarily a complex one. In addition to scientific papers, papers of a technical nature should be accepted, and even sought.
Guidelines for Organizers of IIR Conferences

After an initial selection based on the abstracts, the organizers must apply basic principles to the selection and approval of papers to be short-listed for the conference, taking into consideration the following points:

1. Does the proposed abstract correspond to any of the conference themes? Is it of good quality?
2. Does the proposed paper correspond to any of the conference themes?
3. Is the standard of the proposed paper high enough?
4. Is the proposed paper original? Has it already been presented?
5. Is the poster consistent with the format established by the IIR?

The guidelines to authors on the presentation of manuscripts (see Section VII, Annex G) should be sent to authors as soon as their abstract has been accepted; these instructions must be followed exactly.

The conference book of proceedings will be published as part of the “Refrigeration Science and Technology” series, and it is essential to maintain the high-level quality of this series. Authors must be able to give as a reference the fact that their paper has been published in IIR conference proceedings, and reviewed by international experts.

The conference book of proceedings is the responsibility of the organizers.

Failure to provide the IIR with the conference book of proceedings, and in the correct format as required, will result in the conference proceedings not being referenced in international databases SCOPUS or Web of Science.

Methods for reviewing papers

Each paper is reviewed by one, or preferably two, experts before the conference. When there is only one reviewer, he/she shall be an international expert; when there are two reviewers, one will be a national expert and the other international.

Manuscripts that are not accepted will be returned to the author with an explanation.

Reviewing procedures

1. At least 9 months before the conference, (see Section VII, Annex C) authors submit an abstract of no more than 150 words summarizing the paper that they wish to present.
2. The International Scientific Committee decides whether or not the abstract meets the standards for acceptance, and within 3 months of reception must inform the author of the acceptance or non-acceptance of the abstract. The committee informs the authors of the guidelines for presentation of manuscripts at IIR conferences (see Section VII, Annex H).
3. At least 6 months before the conference, those authors selected to submit a paper must have sent their manuscripts electronically to the organizers.
4. The International Scientific Committee immediately sends the manuscripts to at least two experts for review, along with the guidelines for presentation of manuscripts and a standard manuscript-assessment form (see Section VII, Annex G and H). The reviewers are given 4 weeks at the most to return their assessment.
5. The reviewers send back their assessment by completing the standard form. They are also asked to make any improvements, deletions and additions according to the usual guidelines and return them by e-mail to the International Scientific Committee.
6. The International Scientific Committee immediately notifies the authors of the reviewers’ findings and informs them regarding which of the following decisions has been reached:
7. The paper has been accepted and will be published as submitted by the author;
8. The paper has been accepted and will be published following certain amendments;
9. The paper has not been accepted for publication.
10. The author is given 1 months at the most to return the final text if amendments have been requested by the reviewer(s).
11. When the International Scientific Committee receives the manuscript, it checks once again that it complies with the IIR specifications and amendments requested.
12. Between 4 months and 1 month before the conference, the International Scientific Committee works on the formatting of the proceedings (table of contents, conference program, organizers’ preface, foreword written by the Director General of the IIR).

Paper presentation (oral paper presentations and posters)

Any person who registers for a conference may present one or more original papers, alone or as co-author, observing the afore-mentioned conditions.
The conference shall be divided into sessions lasting roughly 100 minutes, and each session shall be devoted to a single scientific and technical program theme; papers shall be preferably presented orally in order to promote discussion. Paper presentations shall be preferably scheduled in compliance with the guidelines described in Section VII, Annex E (Typical Conference Timetable) and shall fall into the oral-presentation or poster categories. Poster presentations shall be used where the number of papers received exceeds that which can be presented orally. Posters shall be prepared according to the Instructions for the Preparation of Posters (Section VII, Annex J). Authors shall be invited to prepare their oral presentations according to the Instructions on Preparing Slides for IJR Conference Presentations (see Section VII, Annex K).

Authors can index a copy of their PowerPoint presentation in the IJR Fridoc database in open access. Please advise those authors interested to send a copy of the presentation in PDF format directly to the IJR to be indexed in the Fridoc database at info@iifir.org.

Recommended conference papers for the International Journal of Refrigeration

The International Scientific Committee should recommend papers to be published in the International Journal of Refrigeration (IJR).

In order to do so, the president or chair of the International Scientific Committee should select and recommend high quality papers (6 maximum) presented during the conference to the IJR chief Editor. The Chief Editor will correspond with the president or chair of the International Scientific Committee to outline the submission procedure of the selected papers. Please see Annex Event Report.

The president or chair of the International Scientific Committee will then liaise with the authors to complete the procedure and submit their papers. The selected papers will require amendments from the authors in order to respect the required format for submission based on the Elsevier Guide for Authors: www.elsevier.com/journals/international-journal-of-refrigeration/0140-7007/guide-for-authors.

Please note that authors of conference papers can also submit their papers to the IJR by using this link at any time: https://ees.elsevier.com/iijr/.

The conference organizers should make the conference participants aware about this option by announcements during the conference opening and closing sessions.
V. CONFERENCE PROCEEDINGS

The conference proceedings shall be published on electronic storage devices, e.g., on memory sticks. These proceedings should be distributed to all conference attendees but also to organizers (including members of commissions and working groups), sponsors, and IIR staff present at the conference. It is the organizers responsibility to provide a list of papers presented at the conference that, in view of the International Scientific Committee, could be considered for publication in IJR (see Annex O).

Instructions for authors and additional information can be found on the home page of the website of the International Journal of Refrigeration: www.journals.elsevier.com/international-journal-of-refrigeration.

Preparation of memory sticks

Two months at the latest before the conference, the Program Committee shall gather all documents described below, in order to produce the conference proceedings on memory sticks.

The conference proceedings should contain the followings items:

<table>
<thead>
<tr>
<th>Mandatory documents</th>
<th>Facultative documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Conference schedule program</td>
<td>➢ IIR commission and working groups meetings documents</td>
</tr>
<tr>
<td>➢ Scientific and technical program</td>
<td>➢ Technical tours documents</td>
</tr>
<tr>
<td>➢ Opening session and plenary sessions documents</td>
<td>➢ Book of abstracts</td>
</tr>
<tr>
<td>➢ All final manuscripts (separated) presented at the scientific and technical sessions</td>
<td>➢ IIR corporate brochure</td>
</tr>
<tr>
<td>➢ The preliminary book of proceedings (refer to Section V.1.1)</td>
<td>➢ And others important documents</td>
</tr>
<tr>
<td>➢ IIR copyright and disclaimer (refer to ANNEX L: IIR proceedings memory stick)</td>
<td></td>
</tr>
</tbody>
</table>

Preparation of the book of proceedings

In order to highlight the visibility of the IIR conference papers in the competitive academic world, the book of proceedings will facilitate the indexation of the IIR conference papers in SCOPUS and Web of Science. The book of proceedings will be submitted for indexation will be verified by the IIR Science and Technology Council.

SCOPUS and Web of Science are the abstract and citation databases developed by Elsevier and Thomson Reuters, respectively. They are founded in powerful information technology and search systems. They are designed to simplify the access of researchers, students, teachers and general users in the academic environment to a wide range of published research and related materials across the spectrum of peer reviewed literature in the Sciences, Arts and Humanities.

The book of proceedings for indexation shall be prepared and submitted electronically to the IIR Head Office in PDF format no later than two weeks after the conference. To speed up the indexation process, organizers are encouraged to send the proceedings as soon as feasible, i.e. before the debut of the conference if possible.

After the conference, the final book of proceedings for the purpose of indexation should be sent electronically to the IIR head office (info@iifir.org) when ready via Dropbox or WeTransfer. The final book of proceedings sent to the IIR head office should list only the papers which have been presented during the conference.

The preparation of the conference book of proceedings is the responsibility of the organizers.

After the conference

Once the IIR has received the final PDF book of proceedings in the correct format as described, hereafter, the IIR will be responsible to follow-up the indexation process with Elsevier and Thomson Reuters. The conference organizers will be informed as soon as the conference proceedings are indexed with SCOPUS and Web of Science.

Failure to provide the IIR with the conference book of proceedings, and in the correct format as required, will result in the conference proceedings not being referenced in international databases SCOPUS or Web of Science.

V.1.1 Standard book of proceeding format

The submittal package of IIR conference book of proceedings should be one PDF file, as well as separate PDF files per paper, with the following elements as required by SCOPUS and Web of Science:
First Page
- Refrigeration Science and Technology Proceedings (mandatory)
- Conference Logo
- Official title of the conference including IIR year series number
- Conference year
- Conference start and end dates and location (city and country)
- International Institute of Refrigeration logo and names of commissions concerned
- ISBN (or e-ISBN)
- ISSN (or e-ISSN)

Second Page
- Conference title
- Conference URL (if applicable)
- Conference start and end dates and location
- Conference venue, address, city and country
- Conference editor name/affiliation (organization names, city, country and e-mail)
- Conference Publisher: International Institute of Refrigeration (logo and address)
- Conference sponsors or logos

Third Page: Table of Contents
The table-of-contents should include article number, title, authors and the page number of the first page for each article. Keynote papers should have a complete DOI and should be placed before the conference articles in the table of contents and in the book of proceedings. There should be a complete table-of-contents for each volume. See example below:

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
<th>Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Sustainable Cooling as Emission Reduction Factor</td>
<td>Pierre Van der Veken</td>
</tr>
<tr>
<td>19</td>
<td>Analysis of Cold Chain Carbon Footprint of Fruits and Vegetables in China</td>
<td>Dr. Ramesh, Dr. R. L.</td>
</tr>
<tr>
<td>25</td>
<td>Design and Effect Analysis on New Ventilated Storage</td>
<td>A. K. H. J. V. S.</td>
</tr>
<tr>
<td>30</td>
<td>Mapping of Cold Chains in Nepal</td>
<td>Pradeep, Rajesh, Vivek</td>
</tr>
<tr>
<td>48</td>
<td>A Study of Improving Energy Efficiency of Small Supermarkets by Modelling Interactions Between</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Building, HVAC, Refrigeration and Display Product</td>
<td>Zb Miron, Maria K.</td>
</tr>
<tr>
<td>55</td>
<td>Application of Vorticity Control to a Transcritical Subcritical Cycle</td>
<td>Arjen Do, Inga Eeke</td>
</tr>
<tr>
<td>62</td>
<td>Benchmarking of Supermarket Energy Consumption</td>
<td>J. P. Theron and S. M.</td>
</tr>
<tr>
<td>49</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Between the Table of Contents and the Articles
The IIR Copyright and Disclaimer should be included after the table of contents. Please refer to Annex L.

Additional pages could be added such as the composition of the organizing committee, program committee, the international scientific committee and keynote speakers. Special dedications, forewords could be also included.

- **Keynote papers**

Keynote papers should have a complete DOI and should be placed before the conference articles in the table of contents and in the book of proceedings.

- **Conference Articles**

All full articles should be included and follow back-to-back with the assigned article number (Paper ID) provided by the organizers and DOI numbers above the article title (as shown below). The page numbering should correspond to the page number given in the Table of Contents. The Digital Object Identifier (DOI) is a serial code used to uniquely identify objects. The DOI system is used for electronic documents such as journal articles. Please contact the IIR head office to obtain the DOI reference number for your conference. The last 4 digits correspond to the 4 digits of the paper ID.

```
PAPER ID: 0013
DOI: 10.18452/iar.icee.2016.0013

A cascade heat pump for water heating
Don J. CLELAND(1), John P. CAVILL(2), Dick JOHNSON(2)
(1) Centre for Postharvest and Refrigeration Research, Massey University,
Private Bag 11-222, Palmerston North, New Zealand, d.cleland@massey.ac.nz
(2) Black Diamond Technologies Ltd, 1 Parliament Street,
PO Box 30772, Lower Hutt, New Zealand, enquiries@bdl.co.nz

ABSTRACT
Water heating accounts for significant energy use in all of domestic, commercial and industrial applications. A prototype domestic water heating heat pump is described that uses a partial cascade between a R410A heat pump designed for air-conditioning and a R134a high stage. Cold water is heated to 62°C in one pass by matching it against the two cascade stages in series. Laboratory performance testing, combined with analysis based on typical meteorological year climate data, suggests the system will achieve seasonal heating COPs > 3.1 at most New Zealand locations.

Keywords: water heating, heat pump, cascade, air-source
```

**Please note:**

Only papers with scientific and technical academic merit will be referenced with a DOI.

Article numbers must be unique within an entire volume number. If the same article numbers are repeated in each issue within a volume, ambiguities will result when citing the original article. Please do not duplicate article numbers.

- Conference organizers can download the [IIR conference proceedings example extract](#)
VI. PUBLIC RELATIONS – VARIOUS ORGANIZATIONAL ASPECTS

Social program and accompanying persons
The social program is a vital aspect of a conference and requires careful planning: an unsuitable social program can have a very negative influence on participants’ perception of the event as a whole. The cost of the social program should be included in the registration fees to the greatest extent possible in order to facilitate the financial aspects for attendees.

Social event on the day before the opening day
A social event bringing together participants on the evening of the day before the opening constitutes a conference highlight that participants find very enjoyable; a light buffet and a brief welcoming speech are the key features.

Morning and afternoon tea/coffee breaks
Thirty-minute breaks are optimal. It is important to ensure that participants are served or can serve themselves rapidly: several service points should be foreseen.
The IIR display table and the sponsors’ exhibits must be located close to the area where these breaks are held in order to attract participants to them.

Lunches
Lunches should be relatively short and should be designed to allow attendees to mix; buffet lunches are more suitable than served meals and should be varied so as to please all tastes. If lunches are sponsored by a company, this should be displayed on a screen and/or mentioned in the program.

Conference dinner
Optimal timing of the conference dinner is just after the middle of the event (for instance on the second evening of a 3-day conference). If the organizers opt for a buffet dinner, a separate table for officials should be foreseen. Additional entertainment may be proposed by the Organizing Committee.

Certificates of recognition for the main organizers may be given on this occasion by a representative of the IIR. Awards can be given either during the dinner or during the closing ceremony.

Accommodation for participants
A range of accommodation should be available in order to address various needs taking into account a range of attendee budgets and should include:
- accommodation in a university hall of residence (room without bath, shared bathroom facilities...),
- an economy-class hotel (room with a suite bathroom),
- a very comfortable hotel.

Past experience shows that roughly equal numbers of attendees opt for each of these types of accommodation.

Accompanying-persons’ program
Care must be taken to ensure that the accompanying persons’ program dovetails with the conference program. Accompanying persons must be able to take part in the social program, the opening and closing ceremonies and sightseeing tours, and where possible, certain coffee breaks: this enables accompanying persons to meet attendees.

Sponsoring
Although the IIR is a scientific and technical organization, it welcomes support from sponsors with a view to reducing registration fees, promoting attendance and facilitating dissemination of information. The support of sponsors can take the following forms:
- the social program,
- lunches,
- free city transport or technical tour transport,
- attendee name badges, pens, paper, satchels, preprint folders ...,
- publishing of the proceedings (with advertising to be negotiated with the IIR).
- free copies of proceedings, acknowledgement of sponsors’ support printed in the proceedings, publication of logos,
- sponsors are thanked in the conference program and during speeches at appropriate moments during the conference, and/or projected on a screen,
- sponsors can set up a stand close to the area used for the lunch and tea/coffee breaks.
Past experience shows that about one-third of expenses can be covered thanks to sponsors’ support. However, sponsorship should not be highly pervasive and should be tasteful.

The IIR offers one-year free corporate membership to all sponsors of its conferences, regardless of the category (gold, silver or otherwise).

IIR corporate membership includes a wide range of benefits and services for up to three individuals from the same establishment including:

- unlimited access online to the complete archives of the peer-reviewed monthly *International Journal of Refrigeration*, dating back to 1978,
- subscription to the quarterly *IIR Newsletter*,
- eligibility to join one or more objective specific IIR Working Groups, tackling matters at the heart of HVACR,
- access to the IIR network, and Expertise and Laboratory Directories, giving you the opportunity to connect with experts worldwide from every field of refrigeration,
- downloads from the Fridoc database, the most comprehensive refrigeration database in the world containing over 100,000 selected articles on all refrigeration technologies and uses across the globe,
- registration fee reductions to IIR conferences and congresses.

In order to ensure that all sponsors of IIR conferences benefit from this offer, organizers should promote this offer as part of sponsorship packages and must provide the IIR with the contact details of all the sponsors of conference. Sponsor contact details should be sent the IIR head office at least six months before the conference dates. Of course, details of any additional sponsors secured after any initial information has been provide should also be submitted to the IIR.

Example of the information required:

<table>
<thead>
<tr>
<th>Event:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Last name</td>
<td>First name</td>
<td>Job title</td>
<td>Company</td>
<td>Country</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

N.B. The sponsors’ logos may be used on the conference website, advertising flyers, calls for papers and scientific and technical programs etc. (on the back covers). However, only the IIR’s and the organizers’ logos may be shown on the front cover of the proceedings electronic storage device.

Public relations

For a host country, a conference should provide an opportunity to heighten attendees’ awareness of the importance of refrigeration, air-conditioning, heat-pump and cryogenic technology and their ranges of applications, and each conference provides an opportunity for the IIR to widen its sphere of influence.

With this in mind, the following types of public relations can be implemented:

- Before the conference, several announcement formats should be prepared and sent to trade journals (either directly or via delegates).
- A press kit may be prepared by the host-country organizers in collaboration with the IIR; this kit should focus on the conference themes and provide a description of the refrigeration sector in the host country and a presentation of the IIR. This file shall be given out to the local media: the trade press, newspapers, radio stations, and TV channels.
- Reporters should be issued with free invitations to attend the conference and a press conference or interview session shall be arranged.

**IIR stand displaying of IIR books and journals**

Books and journals on refrigeration published in the host country and by the IIR shall be displayed on an IIR desk near the area used for lunch and tea/coffee breaks. The IIR shall send (before the conference) material to be displayed.

**Information on the IIR**

Wherever possible, information on the IIR shall be placed in each attendee’s satchel; this information can be prepared by the IIR in collaboration with the host-country organizers and where appropriate can be translated into the language spoken in the host country and can be tailored to reflect local concerns.

**Other actions**

Equipment and products can be displayed at the conference venue.

**Report**

The organizers are responsible to ensure that the Conference Report (Annex O) is completed and returned to...
the IIR head office within 2 weeks after the Conference. The press release should publicize the main technical and scientific outcomes and features (attendees, papers, trends, technical tours, short courses...) of the conference. A young researcher/attendee in each session could provide input for the Report and press release if necessary. If necessary, the organizers may ask an expert to help prepare the Report. It is recommended that a press release for use in newspapers, newsletters and journals and on web sites also be prepared and published.

**Registration and services provided at the conference venue**

The following suggestions may facilitate the organizers’ task:

- **Registration**
  - The registration desk must be manned at all times during the conference: problems requiring addressing can arise at any time.
  - For guidelines on registration tariff schedule please refer to Annex G.

- **Speaker welcoming service**
  - All speakers and persons presenting papers should be welcomed in a speaker’s room that is separate from the registration counter: this facilitates the setting up of the technical aspects that need to run smoothly (video projection, slides ...) and makes it possible to check that papers are not of a commercial nature.

- **Name badges**
  - The font size for name badges: a 36-point font size should be used to ensure that badges are easy to read.
  - It should be possible to identify members of the Organizing Committee: special ribbons can be attached to the name badge or colored backgrounds can be used.

- **Participants’ satchels**
  - Choose a model with a shoulder strap and a name-label slot.

- **Signs describing sessions**
  - Clear, high-quality signs shall be used to clearly indicate themes, authors and titles of papers, along with the rooms used.

- **Session chairpersons**
  - Session chairpersons should be provided with their instructions (placed in their satchels) and those for authors so they know what is expected of them (this information should be provided before the conference).
  - Each chairperson should be provided with a file containing: information on the authors presenting papers, texts to be used to thank sponsors, a table giving full details concerning the session scheduling (for each author, the time the paper presentation is to begin and the duration of the paper) that is also to be taken into account if simultaneous sessions are taking place.

- **The conference room**
  - Conference-room assistants: two trained assistants — one in charge of the projectors and computers, and the other in charge of the discussions (microphone).
  - Conference-room equipment: laptop, LDC and overhead projectors will be required; where possible, back-up equipment should be available in the case of breakdowns.

- **Telephone, e-mail and photocopy facilities available for participants**
  - These services are indispensable (whether paid for by credit card or free of charge)

- **Emergency services**
  - Medical assistance and a pharmacy must be available. Participants appreciate conference venues close to a department store and bank.

- **Information with which participants should be provided**
  - When attendees confirm their registration, they should be provided with maps they may need upon arrival (country, city, conference venue, hotels, airport...)
  - Information on public transport, taxis (with prices) and whether tipping is customary or not, should also be supplied.

- **Video recording/filming**
  - Organizers should ensure the video filming/recording of the keynote speeches and several technical sessions. For example, for a conference spanning over 2 days, video filming/recording can be expected of at least three technical sessions and one keynote. Organizers are free to video film/record any other aspects or events of the conference they feel would be pertinent to attendees or to future conferences. The cost of this service must be covered by the organizer, whether by way of sponsorship or otherwise and sent to the IIR head office electronically. IIR will own the copyright of
the video.

- **Celebration after the conference**
  - A pleasant way to celebrate a successful conference is to organize a gathering, involving everyone who played a role in the organization of the conference, after the event!
VII. ANNEXES

ANNEX A: Expression of Interest to organize an IIR serial conference

Please return expressions of interest to Deonie Lambert (IIR Communications and Development Manager) at d.lambert@iifiir.org

To arrive no later than 5 pm (Paris time) on [date]

The requests for proposal to host an IIR serial conference is sent out, according to the cycle of the event, to IIR Commission members and delegates only; the request for proposals is not public and proposals from third parties are not accepted.

[IIR conference series title]

[Conference introduction]

Selection process: Approximate Timeline

- [date] - The IIR Head Office sends an initial request for proposals via email
  Reminders may be sent subsequently
- [date] - Deadline to submit Expressions of Interest to IIR Head Office
- [date] - Proposal evaluation period
- [date] - The organising-host is selected by the STC-MC
- [date] - The selected organising-host is notified by email and confirms/declines the selection.
- [date] - The IIR Head Office notifies the organising-host of the upcoming conference of the selection of the organising-host of the future conference in order to arrange a passing of the flag ceremony during the closing session.
EXPRESSION OF INTEREST TO ORGANIZE
[IIR conference series title]
[Proposed location - City & Venue]
[Proposed dates]

First name, Last name:_____________________________________________________
Institution:______________________________________________________________
Postal address:____________________________________________________________
Email:_____________________________________________________________________
Telephone number:________________________________________________________
Fax number:_____________________________________________________________
Professional Conference Organizer
(if applicable):____________________________________________________________
Destination Management Consult
(if applicable):____________________________________________________________

1. Describe your motivation and why you should be selected to organise-host this IIR serial conference:

2. Please name your local organising committee (names and institutions):

3. Please name the chair of the international scientific committee (name and institution):

4. Please name any partners and/or possible sponsors:

5. Proposed conference venue (capacities, facilities, videoing and filming, live broadcasting, translation, etc.):
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6.</strong> Proposed programme and types of activities that would be included e.g. social events, technical tours, short courses, gala dinner:</td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong> Proposed budget and financial plan:</td>
<td></td>
</tr>
<tr>
<td><strong>8.</strong> Promotional strategy (social media, communications, etc.)/plans for the event (to participants and speakers/authors):</td>
<td></td>
</tr>
<tr>
<td><strong>9.</strong> Transportation options for overseas participant to get to the conference:</td>
<td></td>
</tr>
<tr>
<td><strong>10. Estimation of registration fees (and what would be included)</strong>&lt;br&gt;Please note that the difference between registration fees for IIR members and non-IIR members should be the equivalent of at least the fee of an IIR Private membership of a paid-up member country (i.e. 180 € as of 2017):</td>
<td></td>
</tr>
<tr>
<td><strong>11. Estimation of accommodation costs (room per night):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>12. Any additional information:</strong></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX B: Agreement between the organizers and the IIR

The organizers of the IIR conference, represented by............................................................................................................., hereafter known as “the organizers”,
and the International Institute of Refrigeration, represented by.................................................................................................................., hereafter known as “the IIR”,
following the application sent by the organizers by email on...............................................................................................................................,
and approval of the STC of the IIR notified by email on.................................................................................................................................
with a view to organizing a conference involving primarily Commission(s)...............................................................................................,
entitled...........................................................................................................................................................
to be held from................................................................................................... until ........................................................................................................
(included) in........................................................................................................................................................................
agreement to the following:

Article 1 – General background
The organizers and the IIR accept to comply with the document entitled “Guidelines for Organizers of IIR Conferences” and its Annexes.

Article 2 – Responsibilities of the organizers and the IIR
The Parties are aware of their respective responsibilities as stipulated in the Guidelines for Organizers of IIR Conferences.
The organizers shall cover the hotel expenses of the representative of the IIR and registration to the conference of the representative and, where applicable, another member of the IIR staff shall be free of charge.
The organizers shall allocate time during the opening session for a representative of the IIR to give a brief speech.

Article 3 – International Scientific Committee
The organizers shall set up an International Scientific Committee that will be in charge of selecting abstracts and reviewing papers.
The International Scientific Committee membership shall preferably be composed of IIR Commission Officers and Commission members, however, recognized experts from outside of the IIR can also be selected.
The role of the committee is:
• to ensure that the abstracts submitted fall within the scope of the scientific and technical program,
• to ensure that papers are not of a commercial nature,
• to supervise the paper review process; review shall be performed by national and international experts.

Article 4 – Program Committee
The organizers shall set up a Program Committee that will be in charge of practical organization, session calendar and logistics.
The role of the committee is:
• to ensure the venue, adequate room size(s), the choice of lodgings,
• to ensure logistics, technical equipment and support,
• to supervise the registration system before and at the conference,
• to organize technical visits and social activities
• to complete and return to the IIR Conference Report (see Guidelines for Organizers Annex) to the IIR within two (2) weeks subsequent to the conference.

**Article 5 – Publication of the proceedings**
• The copyright of the proceedings is the property of the IIR which provides ISBN identification.
• All validated papers shall be published on a memory stick as part of the IIR "Refrigeration Science and Technology" series.
• The memory stick, if used, must comply with the format defined in the IIR conference guidelines

**Article 6 – Funding**
As stipulated in the general information section:
• the organizers handle the financing of the conference,
• the financing of the publication (and postage costs) of the proceedings distributed to attendees is also to be handled by the organizers,
• the IIR shall cover the cost of producing additional memory sticks to be distributed or sold via the head office of the IIR, and will also pay postage costs for these additional proceedings.

**Article 7 – Display facility**
The organizers will provide the IIR with a table to display IIR publications and promotional material (brochures, advertisements, etc.).

**Article 8 – Particular request of the Parties**
N/A

**Article 9 – Modifications**
It is agreed that this Agreement may be modified provided that both Parties approve to such modifications.

Signed,

the organizers the IIR

Date................................................................. Date.................................................................
**ANNEX C: Typical IIR conference organization schedule**

Example based on an IIR conference with a two-year cycle.

<table>
<thead>
<tr>
<th>Period</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 months</td>
<td>IIR head office sends out a call for proposals</td>
</tr>
<tr>
<td>34 months</td>
<td>Organizers’ proposal shall be sent to the IIR head office who shall send it to the IIR STC</td>
</tr>
<tr>
<td>32 months</td>
<td>Decision of the STC made known to the organizers via the IIR’s managerial team</td>
</tr>
<tr>
<td>24 months</td>
<td>Conference organizers attend current conference to announce future conference</td>
</tr>
<tr>
<td>15 months</td>
<td>1st announcement and call for papers and set up of a conference website</td>
</tr>
<tr>
<td>11 months</td>
<td>2nd announcement and call for papers</td>
</tr>
<tr>
<td>9 months</td>
<td>Abstracts submission deadline</td>
</tr>
<tr>
<td>7 months</td>
<td>Notification of abstract acceptance and submission deadline of full paper</td>
</tr>
<tr>
<td>5.5 months</td>
<td>Full paper due</td>
</tr>
<tr>
<td>4 months</td>
<td>First review feedback and submission deadline given to authors</td>
</tr>
<tr>
<td>3 months</td>
<td>Final manuscript submitted</td>
</tr>
<tr>
<td>3 months</td>
<td>Final invitation and preliminary program available</td>
</tr>
<tr>
<td>2 months</td>
<td>Completion of manuscript review process</td>
</tr>
<tr>
<td></td>
<td>Preparation of proceedings for storage on electronic devices</td>
</tr>
<tr>
<td>1.5 month</td>
<td>Deadline for pre-registration and conference program finalized</td>
</tr>
</tbody>
</table>

**During conference**

- Distribution of final program to participants. Distribution of memory sticks to participants.

**After conference**

- Dispatch to the IIR head office the copy of the papers (separate and proceedings if updated)
- Complete event report and return to the IIR head office
ANNEX D: Typical IIR conference budgetary framework

EXPENSES TO BE TAKEN INTO CONSIDERATION

1. VENUE: PREMISES AND EQUIPMENT USED
   - Rental of premises
   - Projection and sound equipment
   - Furniture (e.g. tables, chairs)

2. MEAL AND TRANSPORT EXPENSES
   - Beverages, coffee
   - Meals Cocktail Conference dinner
   - Program for accompanying persons
   - Shuttle service

3. STAFF EXPENSES
   - Staff handling reception and participant registration (or persons provided by a professional event organizer)
   - Assistance in the auditorium(s) and accompanying persons’ program

4. INVITED KEYNOTE SPEAKERS
   - Accommodation
   - Conference registration

5. PUBLISHING AND POSTAL EXPENSES
   - 5.1. Announcements and Calls for Papers
     - 1st Announcement
     - 2nd Announcement
   - 5.2. Invitation and Preliminary Program
   - 5.3. Abstract and Paper processing
   - 5.4. Web system (Conference Tool)
   - 5.5. Website/website maintenance
   - 5.6. PR costs/newsletter costs
   - 5.7. Banners
   - 5.8. Conference Proceedings (electronic devices)

6. INCOME TO BE TAKEN INTO ACCOUNT
   - Registration fees (see Annex G for the fee structure)
   - Grants, public funding
   - Sponsors

The organizers are strongly encouraged to request payment of a percentage of the registration fees (e.g. 30%) in order to avoid no shows.
ANNEX E: Typical IIR conference timetable

On the basis of 3 plenary papers and 44 technical papers.
Sessions with the same technical focus should not be scheduled in parallel.

<table>
<thead>
<tr>
<th>1st day</th>
<th>Sessions</th>
<th>Meals and breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening ceremony</td>
<td>10:00-10:40 a.m.</td>
<td></td>
</tr>
<tr>
<td>1st session</td>
<td>10:40 a.m.-12:10 p.m.</td>
<td>Lunch: 12:10-1:10 p.m</td>
</tr>
<tr>
<td>Plenary paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 technical papers (3 x 20 min.)*</td>
<td>30 min.</td>
<td>Break: 2:50-3:20 p.m.</td>
</tr>
<tr>
<td>2nd session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plenary paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 technical papers (5 x 20 min.)</td>
<td>1:10-2:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>3rd session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 technical papers (5 x 20 min.)</td>
<td>3:20-5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd day</th>
<th>Sessions</th>
<th>Meals and breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th session</td>
<td>8:30 a.m. – 10:00 a.m.</td>
<td>Break: 10:00-10:30 a.m</td>
</tr>
<tr>
<td>Plenary paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 technical papers (3 x 20 min.)</td>
<td>10:30 a.m.-12:10 p.m.</td>
<td>Lunch: 12:10-1:20 p.m</td>
</tr>
<tr>
<td>5th session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 technical papers (5 x 20 min.)</td>
<td>1:20-3:00 p.m.</td>
<td>Break: 3:00-3:30 p.m.</td>
</tr>
<tr>
<td>6th session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 technical papers (5 x 20 min.)</td>
<td>3:30-5:10 p.m.</td>
<td></td>
</tr>
<tr>
<td>7th session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 technical papers (5 x 20 min.)</td>
<td>5:10-6: 10 p.m.</td>
<td></td>
</tr>
<tr>
<td>Commission Meeting(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Conference dinner: 7:30-10:30 p.m.

<table>
<thead>
<tr>
<th>3rd day</th>
<th>Sessions</th>
<th>Meals and breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th session</td>
<td>8:30 a.m. – 10:00 a.m.</td>
<td>Break: 10:00-10:30 a.m</td>
</tr>
<tr>
<td>Plenary paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 technical papers (3 x 20 min.)</td>
<td>10:40 a.m.-12:20 p.m.</td>
<td>Lunch: 12:20-1:20 p.m</td>
</tr>
<tr>
<td>9th session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plenary paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 technical papers (3 x 20 min.)</td>
<td>1:20-3:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>10th session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 technical papers (5 x 20 min.)</td>
<td>3:00-3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Closing ceremony</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4th day: Technical Tour (1/2 day)

* Initial scheduling: 30-minute plenary paper sessions, no discussion.
20-minute technical paper sessions (20 minutes including 5-minute discussions).
ANNEX F: Announcement - call for papers

This description is divided into two parts. The first part outlines the information that must appear on the document, and the second is a three-panel-leaflet example of a call for papers with references to the information given as an example in the first part. The announcements - calls for papers are published in English and in French, but apart from the first page, which is virtually bilingual, the other pages are usually written in English only. Organizers may however decide which parts they would like to appear in both languages.

1. First page
The first page, virtually bilingual, is the only one to have a compulsory specified format, as presented in the example.

ENGLISH

The International Institute of Refrigeration (IIR) is an independent intergovernmental science and technology based organization which promotes knowledge of refrigeration and associated technologies that improve quality of life in a cost-effective and environmentally sustainable manner including:

- Food quality and safety from farm to consumer
- Comfort in homes and commercial buildings
- Health products and services
- Low temperature technology and liquefied gas technology
- Energy efficiency
- Use of non-ozone-depleting and low global warming refrigerants in a safe manner.

FRENCH

L’Institut International du Froid (IIF) est une organisation indépendante et intergouvernementale fondée sur la science et la technologie. Il diffuse à l’échelle mondiale les connaissances sur les technologies du froid et les technologies associées qui améliorent la qualité de vie de façon rentable et durable sur le plan environnemental, y compris :

- La qualité et la sécurité des produits alimentaires de la fourche à la fourchette
- Le confort dans les immeubles résidentiels et commerciaux
- Les produits et les services de santé
- La technologie de la très basse température et la technologie de liquéfaction des gaz
- L’efficacité énergétique
- L’utilisation de frigorigènes qui n’appauvrisse nt pas l’ozone et ont un faible impact sur le réchauffement planétaire.

2. Organizing and International Scientific Committees/Comité d’organisation et Comité scientifique international

The members of these committees will be mentioned along with their roles within the IIR.

3. Scientific and technical program/Program scientifique et technique

The scientific and technical program must be broken down according to themes and sub-themes, to allow the participants, and particularly the authors, to position their papers.

4. Timetable and instructions for authors/Echéancier et instructions aux auteurs

- Abstract submission deadline (max 150 words): 9 months before the conference
- Notification to authors of abstract acceptance: 7 months before the conference
- Full papers due: 5.5 months before the conference
- First review: 4 months before the conference
- Final manuscripts submitted: 3 months before the conference
- Deadline for pre-registration: 1.5 months before the conference
- Welcome reception: (registration opens) 1 day before the conference
- Conference opening: start the conference
- Conference closing: end the conference
5. Acceptance of papers/Acceptation des communications

English:
"The information submitted for presentation at the conference must be original, unpublished and not being considered for publication or presentation elsewhere. Authors will be notified as to whether or not their papers are accepted for presentation at the conference. Improvements in the paper content or lay-out can be requested, if necessary."

Français :
"La communication proposée devra être originale, non encore publiée ou soumise à une autre publication ou présentation. Les auteurs recevront notification de l’acceptation ou non de leur manuscrit. Si nécessaire, il sera demandé aux auteurs d’apporter des modifications à leur manuscrit tant à son contenu qu’à sa présentation."

To be mentioned in the Call for Papers: Authors may publish their papers in a modified version in the International Journal of Refrigeration. Instructions for authors and additional information can be found on the home page of the website of the International Journal of Refrigeration: www.journals.elsevier.com/international-journal-of-refrigeration

6. Conducting of sessions/Conduite des sessions

English:
"Authors and participants will receive full information on the program of sessions and time allocated for the individual presentation of papers. Posters sessions may be organized if necessary."

Français :
"Les auteurs et participants recevront les instructions nécessaires relatives au program des sessions et au temps réservé à la présentation des communications. Des sessions pour la présentation par posters pourront être prévues si nécessaire."

7. Conference Proceedings/Comptes rendus de conférence

English:
"The Conference Proceedings containing the full papers presented will be published on memory sticks as part of the IIR "Refrigeration Science and Technology" proceedings series distributed worldwide by the IIR."

Français :
"Les comptes rendus de la conférence contenant l’intégralité des communications soumises, par leurs auteurs et retenues dans la révision finale, seront publiés sur une clé USB et feront partie de la collection des comptes rendus de l’IIF "Science et Technique du Froid" distribuée à l’échelle mondiale par l’IIF."

8. Languages/Langues

English:
"The official languages are French and English. Simultaneous translation will/will not* be provided."

Français :
"Les langues officielles de la conférence sont le français et l’anglais. Il y aura/n’y aura* pas de traduction simultanée."

*Such translation is left to the organizers’ discretion and if provided shall be covered by the registration fees

*De telles traductions sont fonction du choix des organisateurs ; si un service traduction est fourni, il sera couvert par les frais d’inscription

9. Prospective Technical tours/Visites techniques possible

English: "Prospective technical tours will be scheduled and comprise..."

Français: "Des visites techniques sont prévues à ...."

10. Accompanying persons’ program/Program pour les personnes accompagnatrices

English:
"Apart from the social events planned for the conference, tours of historic and cultural sights will be offered ..... The prices of the tours will be announced."

**Français**:
"En dehors du program social prévu pour la conférence, des visites de lieux historiques et culturels seront proposées ..... Les prix de ces excursions seront annoncés."

11. **Venue/Lieu**

**English:**
"The city of ... is located ...... and its region is well-known for ... The conference will be held in .... which is ... km from the airport and ... km from the city centre."

**Français**:
"La ville de ... est située ... et la région est réputée pour ses ... La conférence se tiendra dans les locaux de ... situé à X km de l'aéroport et à Y km du centre ville."

12. **Accommodation/Hébergement**

**English:**
Several hotels are located within walking distance of the conference venue. Hotel information will be posted on the website as the conference draws near.

**Français**:
Plusieurs hôtels sont accessibles à pied près du lieu de la conférence. L'information sur les hôtels sera indiquée sur le site web dès que possible.

13. **Registration/Inscription**

Registration fees shall be indicated in the conference announcements as stipulated in Annex G.

14. **Information and contact address/Informations supplémentaires**

**English:**

**Conference secretariat:**
The most up-to-date information is available on-line at www.conference.country — info@conference.country

**Français**:

**Secrétariat de la Conférence:**
L'information la plus à jour est disponible en ligne à :
www.conference.country — info@conference.country

**Note: Practical considerations for the implementation of a website**

All of the above-mentioned information is helpful and appropriate for the website. Make sure that access for users is simple and that all information, in particular the registration form, can be printed without the need for specific software.

Easy access, in particular to the scientific and technical program, as well as to registration forms, is of great importance.

A map showing the locations of the venue, airport and hotels is very useful.
ANNEX G: Conference registration fees

The conference organizers shall apply differentiating registration fees between IIR members and non-members. The differential shall be equal to the yearly membership fee. The following table presents the suggested format of declaration of registration fees where:

- \( P_1 \) = full conference participation fee
- \( P(IIR) \) = IIR Private Member (36 yrs and over) annual membership fee (of the paying member country at the year of the conference)
- \( P_2 \) = registration fee for an accompanying person

The symbols shown in the table should be replaced with numerical values.

The conference organizers shall contact the IIR head office for confirmation of IIR membership: 3 weeks before the beginning of the conference, the organizers should provide a list of conference attendees registered to IIR head office (iif-iir@ifiiir.org). The list should state the following: first name, last name, organization affiliated, country and if the attendees have paid \( P_1 \) or \( P(IIR) \). Within a week, the IIR office will verify if the attendees have paid their full annual IIR membership or not (for the year before the conference or of the conference). It is the responsibility of the conference organizers to contact directly the conference attendees to regularize their membership status. For on-site registrations, the conference organizers should contact by email the IIR head office to check the IIR membership on the day the registration took place.

The conference organizers have the option to modify some elements of the conference registration fee structure shown in the table below except the differentiation between the regular registration and the IIR-member registration, which shall be equal to the full annual IIR membership fee.

**English:**

"The participation fees (including the registration fees, the final proceedings on memory sticks, coffee breaks, lunches, the Conference dinner, technical tours and the social events mentioned in the conference program) have been set as follows (local currency):

**Français**:

"Les droits de participation (comparant les droits d’inscription, les comptes rendus sur une clé USB, les pauses-café, les déjeuners, le dîner de la conférence, les visites techniques et le programme social prévus au programme de la conférence) sont fixés comme suit ( devise):"

<table>
<thead>
<tr>
<th></th>
<th>More than 3 months before conference</th>
<th>Less than 3 months before conference</th>
<th>On site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Participants</strong></td>
<td>( 0.90 \times P_1 )</td>
<td>( 0.95 \times P_1 )</td>
<td>( P_1 )</td>
</tr>
<tr>
<td><strong>Private and corporate members of the IIR, members of the International Scientific Committee of the Conference</strong></td>
<td>( 0.90 \times P_1 - P(IIR) )</td>
<td>( 0.95 \times P_1 - P(IIR) )</td>
<td>( P_1 - P(IIR) )</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td>( 0.45 \times P_1 )</td>
<td>( 0.475 \times P_1 )</td>
<td>( 0.5 \times P_1 )</td>
</tr>
<tr>
<td><strong>Accompanying persons</strong></td>
<td>( 0.90 \times P_2 )</td>
<td>( 0.95 \times P_2 )</td>
<td>( P_2 )</td>
</tr>
</tbody>
</table>

The regular registration fee and IIR member registration fee should differ by an annual IIR membership fee (Private member 36 years and over). To become an IIR member and obtain complete membership benefits visit the IIR website ([iif-iir.org > membership](http://iif-iir.org)).
ANNEX H: Guidelines for authors for the preparation of abstracts and manuscripts

Papers presented at IIR conferences are published in the conference proceedings on a memory stick. The entire manuscript (i.e. text, figures, tables, references and abstracts) should not exceed eight (8) pages, or twelve (12) pages for plenary lectures. No manuscripts having excess pages will be published. In order to standardize manuscript presentation, authors are asked to follow the instructions below. The IIR Conference Paper Template for Authors with pre-created paragraph styles has been provided to facilitate formatting their papers.

CONTENTS
The manuscripts should report on original research or on technical developments and their applications. They should contain quality scientific or technical information. Manuscripts of a commercial nature will be rejected and will not be authorized for presentation. The process of validation and acceptance and/or rejection of papers shall be under the authority of an International Scientific Committee, which will not be held responsible for any errors appearing in the final text. Authors assume sole responsibility for their manuscript, both for its form and its substance, and are invited to check their manuscripts thoroughly before submission.

LANGUAGE
Manuscripts should be written in one of the two official languages of the IIR, i.e. English or French, generally English. The terminology of the IIR’s International Dictionary of Refrigeration should be used as much as possible.

NO COMMERCIALISM
Commercialization in the manuscript and during oral presentation is not permitted. Manuscripts are meant to advance the general state of the art. A conference is not the place to promote sales. If included in the manuscript, commercialization will either deleted or the manuscript will be rejected.

ABSTRACT
Manuscripts should feature an abstract of at most 150 words in the language of the manuscript. For manuscripts submitted in French, the title and the abstract should be in both French and English. 4 to 6 keywords must be provided after the abstract.

TYPEFACE AND PARAGRAPH FORMAT
"Times New Roman" or a similar sans-serif font should be used, along with 11-point type, black ink and single spacing between lines.

Paragraphs are not to be indented.

MARGINS
All text of the manuscript must be located within a 17.0-cm by 25.2-cm rectangle of an A4 page, with margins as indicated in Table 1.

<table>
<thead>
<tr>
<th>Margin Position</th>
<th>Top (cm)</th>
<th>Bottom (cm)</th>
<th>Left (cm)</th>
<th>Right (cm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margin size</td>
<td>2.0</td>
<td>2.5</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

TITLE
The title of the manuscript should be in font size 16, centered in lower case and boldface type; one blank line should be included above and below it.

AUTHOR(S)
The author’s first name should be indicated first in lowercase (except the first letter), followed by his/her last name in uppercase. The author’s second names could be added after the first name just in initials in uppercase follow by a dot. The lead author’s complete mailing address, the fax number and e-mail address should be given, including his/her company or organization. It is to this address that correspondence is to be sent. The address and affiliation of a second author may be mentioned, if judged necessary. Asterisks should be used to indicate which address corresponds to which author. The address(es) should be centered, and should be in lowercase. The different parts of the address(es) should be separated by commas and if more than one line is necessary, the various lines should be of roughly the same length.
TITLES AND SUB-SECTION HEADINGS
Numbered (i.e. 1., 2., 3., etc.) with the exception of the abstracts

All titles of sections should be centered, in boldface capital letters and numbered (i.e. 1.1., 1.2., 1.3., etc.). A blank line should be placed above and below the titles.
Sub-section headings should be in small, boldface letters and justified left. A blank line should be placed above, but not below, them.
Sub-sub-sections should be avoided. If they are used, they should be justified left, in normal lower-case letters, with the text beginning to the right of the sub-sub-section heading.

FOOTER
Authors are asked to add a one-line left-justified footer on each page of the manuscript. The line should read “Name of the IIR Conference, Location, and Year.” The footer shall be placed 1.27 cm from the bottom edge of the page.

PAGE NUMBERING
Authors are asked not to number the pages sent by e-mail.

UNITs
The SI system of units should be used.

EQUATIONS
Equations should be centered, numbered in order (i.e. (1), (2), (3), etc.) down the right-hand side of the page and cited in the text with its number, e.g. eq. (1). Equations should be separated from the text above and below by a blank line.

TABLES AND FIGURES
Each table should be numbered (Tables 1, 2, 3, etc.), with the caption being placed above the table. Each figure should be numbered (Figures 1, 2, 3, etc.), with the caption being placed below the figure.
Figures and tables should be incorporated in the text and should not run into the margins.
In the text, figures and tables should be named as follows: Figure 1, Figure 2, Figure 3, etc. and Table 1, Table 2, Table 3, etc.
Fonts used in figures should be large enough to be legible.

NOMENCLATURE
Except for rare cases where no symbols and abbreviations are used, a NOMENCLATURE should be placed before REFERENCES. It should contain all symbols and abbreviations used in the manuscript. Use the international system of units (SI). Avoid use of the solidus (/) but present quantities in the denominator always with negative exponents.

REFERENCES
Within the text of a manuscript, bibliographical sources should be cited by giving the last name(s) of the author(s) and the year of publication. The year should always be in parentheses, whether or not the name of the author(s) is.
Please ensure that the references are clearly separated.
The two possibilities are illustrated as follows:
Albert (1957) showed that the blend was azeotropic.
or: It was shown that the blend was azeotropic (Albert, 1957). When there are two authors, the names of both should be cited, e.g.:
Albert and Klaus (1981) observed that the blend was azeotropic.
or: It was observed recently that the blend was azeotropic (Albert and Klaus, 1981).
When there are three or more authors, only the lead author of the source should be cited. The names of the other authors should be designated by et al. in italics, e.g.:
Lee et al. (1982) developed a new blend.
or: A new blend was developed (Lee et al., 1982).
When the same author and the same year of publication are cited from more than one source, the sources should be distinguished in the text by adding the lower-case letter “a” to the year of publication of the first source cited, “b” for the second source, and so on, as shown hereafter:
Klaus (1980a) discovered... and further on in the text:
Klaus also pointed out (1980b) that...
The sources cited in the text should be listed in order at the end of the manuscript. Sources should be in alphabetical order of the author’s name or of the lead author if there are several authors. The sources should be presented as follows:

1 - Article from a periodical
Name(s) of the author(s), first name initial(s)., year of publication. Title of article. Title of periodical and abbreviated according to international standards, Volume number, issue number (between brackets), first and last page.


2 - Paper published in conference proceedings
Name(s) of the author(s), first name initial(s)., year of publication. Title of the conference, publisher of proceedings, first and last page.


3 - Book
Name(s) of the author(s), first name initial(s)., year of publication. Title of the book. Name of publisher, place of publication, number of pages. Establishments can be considered authors when they assume main responsibility for the text and their publications reflect their collective reflections or activities.


4 - Book chapter
Name(s) of the author(s), first name initial(s)., year of publication. Title of chapter. In: name(s) and initial(s) of the coordinator(s), title of the book, name of publisher, place of publication, first and last page.


E-MAIL SUBMISSION
The manuscript should be submitted via e-mail or web-based platform set up by the organizer in the Word format.

IIR CONFERENCE ABSTRACT AND PAPER TEMPLATE FOR AUTHORS
Instructions for abstract and manuscript models provided.

The models provided by the conference organizer consist of a Word file with pre-created paragraph styles.

By simultaneously pressing Alt+Control+Shift+S, the Styles toolbar will appear showing 22 pre-defined paragraph styles which must be used.

The texts in RED in the manuscript and abstract models indicates the styles that should be used, for instance:

- For the Abstract Title, the style that should be used is IIR 14. ABS, REF, NOM, ACK.
- For the text format of the all manuscript, the style that should be used is IIR 11. Main Text.
- For the text of the nomenclature, the style that should be used is IIR 18. Text Normal.
- For the text of the references, the style that should be used is IIR 15. References

Please remove any red text in your final versions.

For any clarification concerning how to use the IIR conference paper template for authors, please do not hesitate to contact the conference organizers.

- Conference organizers can download the generic IIR conference abstract template
- Conference organizers can download the generic IIR conference articles/keynote paper template
A model for abstracts submitted to the N\textsuperscript{th} IIR conference on ..... [Paper Title]

First Name SURNAME\textsuperscript{(a)}, Smith K. ANTON\textsuperscript{(a)}, Jones BERNARD\textsuperscript{(b)} [Author Name]

\textsuperscript{(a)} Organization 1 [Institution Affiliations]
City, Zip code, Country, email [Institution Affiliations]

\textsuperscript{(b)} Organization 2 [Institution Affiliations]
City, Zip code, Country, email [Institution Affiliations]

ABSTRACT [Abstract Title]

This example paper describes the format for papers. The abstract should be no longer than 150 words. It should state clearly the objective of the work, give a concise and factual description of the contents, and present the important conclusions. This abstract will be published in the Program & Book of Abstracts. [Abstract Main Text]

Keywords: Refrigeration, Carbon Dioxide, Compressors, COP, Evaporators, Energy Efficiency. [Abstract Keywords]
A model for manuscripts submitted to the Nth IIR conference on …

First Name SURNAME(a), Smith K. ANTON(a), Jones BERNARD(b) [Author Name]

(a) Organization 1 [Institution Affiliations]
City, Zip code, Country, email [Institution Affiliations]
(b) Organization 2 [Institution Affiliations]
City, Zip code, Country, email [Institution Affiliations]

ABSTRACT [Abstract Title]

This example paper describes the format for papers. The abstract should be no longer than 150 words. It should state clearly the objective of the work, give a concise and factual description of the contents, and present the important conclusions. This abstract will be published in the Program & Book of Abstracts. [Abstract Main Text]

Keywords: Refrigeration, Carbon Dioxide, Compressors, COP, Evaporators, Energy Efficiency. [Abstract Keywords]

1. INTRODUCTION [Level 1 Heading]

The introduction should give a statement of the problem and an outline of the paper. The production of a proceedings volume on digital form for a conference such as this IIR Conference in a short period of time presents a significant challenge to the organizers. This example paper will describe the format to be followed. We will prepare the digital proceedings directly from the file that you submit, thus strict adherence to these guidelines by all authors will be greatly appreciated. The format of this model paper can be used as an example and reference. [Main Text]

2. MAIN SECTION [Level 1 Heading]

The main body of the paper will consist of one or more main sections describing experimental designs, test procedures, theoretical consideration, and results. Sections with appropriate subtitles should describe the test equipment, measurements, observations, and mathematics needed to perform the experiments. Case histories, systems descriptions or applications should contain original aspects, out-of-standard performances or noteworthy details that should be clearly identified and described. Discussion of the results, qualifications, limits to the accuracy of tests, and calculations should also be included in this part. [Main Text]

2.1. General Format and Page Limit [Level 2 Heading]

Please adhere to the following order: Title, Author(s) information, Abstract, Introduction, Main Text (one or more sections and subsections, as appropriate), Conclusions (as appropriate), Acknowledgements, Nomenclature, References, Appendix(es). Papers should be prepared on your word processor. The text is to be single-spaced. Remove all blank lines between paragraphs in the main text between headings (if necessary). The pre-defined paragraph styles include all necessary blank spaces. The template is prepared in Times New Roman. Use full justification for all text. The entire manuscript (i.e. including abstract, text, figures, tables, and references) must be max. six pages. Any manuscript having excess pages will not be published. The footer will contain the conference information and page number. [Main Text]

2.1.1. Headings [Level 3 Heading]

Titles of all sections should be 12-points, centred, and in boldface capital letters. A blank space 18-points (not a blank line) should be placed above the titles. A blank space 6-points (not a blank line) should be placed below the titles [Main Text].
Sub-section headings should be in lower-case, 11-points, bold letters and justified left. A blank space 12-points (not a blank line) should be placed above the titles. A blank space 3-points (not a blank line) should be placed below the titles.

2.1.2. Sub-sub-sections

Sub-sub-sections should be avoided. If used, sub-section headings should be in lower-case, 11-points, regular letters and justified left. Blank space 12-points (not a blank line) should be placed above, but not below.

2.2. Margins

The text area is to be 17.0 cm wide by 25.2 cm high. Table 1 presents the margin settings for A4 size paper (21 x 29.7 cm). It is important to adhere to these margins to ensure that your manuscript prints properly on the paper format from the Conference Proceedings.

<table>
<thead>
<tr>
<th>Margin Position</th>
<th>Top</th>
<th>Bottom</th>
<th>Left</th>
<th>Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 margin size</td>
<td>2.00 cm</td>
<td>2.50 cm</td>
<td>2.00 cm</td>
<td>2.00 cm</td>
</tr>
</tbody>
</table>

2.3. Tables and Figures

Each table should be numbered (Table 1, Table 2, etc.), with the caption being placed above the table. Each figure should be numbered (Figure 1, Figure 2, etc.), with the caption being placed below the figure. In the text, figures and tables should be referred to as follows: “Fig. 1 shows the relationship …” or “the measured values are given in Table 1.” Figures and tables should be inserted into the text soon after they are first referenced (as illustrated by Table 1).

![Figure 1: Monthly electricity consumption]

2.4. Equations and Symbols

Use the “Equation Editor” whenever possible. Equations should be centered, with the equation number flush with the right margin. If you are using the “IIR equation” style, this is accomplished by inserting tab characters before the equation number. Equations should be cited in the text with its number, for example, “…as shown in Eq. (1)”. Equations should be separated from the text above and below by a blank space, already predefined in the style.

Symbols used in equations should be explained directly within the paragraph they first appear or in a nomenclature section at the end of the manuscript. Symbols for physical quantities should be italicized. Exceptions are symbols for established dimensionless groups (e.g. Reynold’s Number Re), which should not be italicized. An example equation would be the ideal gas law.

\[ pV = RT \] (Eq. (1))
where \( p \) is pressure in kPa, \( T \) is temperature in K, \( V \) is molar volume in \( \text{m}^3 \cdot \text{mol}^{-1} \), and \( R \) is the gas constant. If few equations are used, the definition of symbols may follow each equation. Otherwise the manuscript shall include a Nomenclature where all symbols and abbreviations are explained. Use the international system of units (SI). Avoid use of the solidus (/) but present quantities in the denominator always with negative exponents. A separate nomenclature section should be used when equations are used extensively. The units used should be given, if appropriate. For the Nomenclature section only, a two-column format may be used, if desired, to save space.

2.5. Use of “Styles” in Word of the IIR Conference Paper Template for Authors [Level 2 Heading]

The IIR Conference Paper Template for Authors with pre-created paragraph styles has been provided to facilitate authors of formatting their paper in Microsoft Word. The following explanation may be provided to explain the use of the template. We have prepared this manuscript using the “styles” feature in Microsoft Word. Styles are a very powerful tool that can greatly simplify the formatting of a manuscript, but we find that many authors are unfamiliar with their use. The basic idea is to define a “style” for each element in the paper—title, author list, section headings, text paragraphs, equations, references, etc. When preparing the manuscript the author simply types (or pastes in from other sources) the appropriate words. Then, at the end, the vast majority of the formatting effort is accomplished by simply applying the appropriate “style” to the various elements. Alternately, the author can open this document in Word and replace the elements of this paper with his or her own material. For example, place your cursor over our names in the author list and type your name(s).

The appearance and location of the “Styles Formatting Palette” or “Styles Window” will vary depending on the version of Word that you are using. You may also need to “Show the Styles Window” and select “Show styles in use.” All of the styles defined in this paper start with “IIR_” followed by a descriptive word or two, such as “IIR_TITLE.” A number of other standard styles, defined by Word itself, may also appear. Refer to the topic “About formatting text by using styles” under the Help menu for more information on using styles.

3. CONCLUSIONS [Level 1 Heading]

The Conclusions section should list the major conclusions of the work and summarize the significance of the paper as clearly and concisely as possible.

ACKNOWLEDGEMENTS [Ref, Nom, Ack Heading]

A short section may acknowledge special assistance, such as financial aid, help of guiding technical committees, individuals, or other groups.

NOMENCLATURE [Ref, Nom, Ack Heading]

\[
\begin{align*}
 p & \text{ pressure (kPa)} \\
 T & \text{ temperature (K)} \\
 R & \text{ molar gas constant (8.314472 J} \times \text{mol}^{-1} \times \text{K}^{-1}) \\
 V & \text{ molar volume (m}^3 \times \text{mol}^{-1})
\end{align*}
\]

REFERENCES [Ref, Nom, Ack Heading]

Bibliographical sources should be cited by giving the last name(s) of the author(s) and the year of publication. The year should always be in parentheses, whether or not the name of the author(s) is or depending of the context the name of the author(s) and the year in parentheses. The citations for Herbe and Lundqvist (1997) and Pearson (1996) provide examples for the format for a journal article and conference proceeding, or the citations could be (Herbe and Lundqvist, 1997) and (Pearson, 1996). In the case of a source with three or more authors, the citation could be Hirschfelder et al. (1967) or (Hirschfelder et al., 1967), which also provides an example citation for a book, only the name of the first author is cited in the text, but all authors are listed in the entry in the References section. The References section should be alphabetized by the last name of the first author.

The sources should be presented as follows:
Article from a periodical: Name(s) of the author(s), first name initial(s)., year of publication. Title of article. Title of periodical and abbreviated according to international standards, Volume number, issue number (between brackets), first and last page. [References]

Paper published in conference proceedings: Name(s) of the author(s), first name initial(s)., year of publication. Title of article. Title of the conference, publisher of proceedings, first and last page. [References]

Book: Name(s) of the author(s), first name initial(s)., year of publication. Title of the book. Name of publisher, place of publication, number of pages. Establishments can be considered authors when they assume main responsibility for the text and their publications reflect their collective reflections or activities. [References]

Book chapter: Name(s) of the author(s), first name initial(s)., year of publication. Title of chapter. In: name(s) and initial(s) of the co-ordinator(s), title of the book, name of publisher, place of publication, first and last page. [References]

For instance:


IIR conference, City, Country, Date
ANNEX I: Manuscript assessment form

TO BE RETURNED TO/FICHE A RETOURNER A

IIR International Conference/Conférence internationale de l’IIF

TITLE/TITRE

AUTHOR(S)/AUTEUR(S)

TITLE/TITRE

COMMENTS/COMMENTAIRES

Recommendation/Recommandation:

<table>
<thead>
<tr>
<th></th>
<th>accepted for publication/communication acceptée</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>not accepted for publication/document non accepté</td>
</tr>
<tr>
<td></td>
<td>accepted for publication if the above comments are taken into account/document accepté si les commentaires ci-dessus sont pris en compte</td>
</tr>
</tbody>
</table>
ANNEX J: Instructions for the preparation of posters

**Size of posters:** Format A0

- height: 118.8 cm
- width: 84.0 cm

Provide drawing pins or Velcro

Two types of poster presentation can be used and organizers may choose the most suitable type of presentation for the conference:

1. Theme-based poster presentation may be held where possible. For instance, at the end of a theme-based oral paper session, one or more posters on the same theme can be presented.

2. Special poster sessions
   Special sessions are dedicated to poster presentations. Whatever presentation type is used:
   - each author is allotted a specified time interval (e.g. 2 or 3 minutes) to present his/her poster;
   - authors are asked to prepare no more than 2 slides;

Where possible, posters should be displayed during the entire conference.
ANNEX K: Instructions on preparing slides for IIR conference presentations

- Congratulations – your paper has been accepted for presentation at the chosen IIR conference.
- This annex provides guidelines on how to prepare your slides and the commercialism policy that will be enforced at the conference.
- Please read the guidelines and policy carefully before you start preparing your presentation.
- Please use PowerPoint software. The recommended font styles are:
  - Slide titles: 44
  - Level 1: font Calibri, size 24
  - Level 2: font Calibri, size 20
  - Level 3: font Calibri, size 18
  - Level 4: font Calibri, size 18
  - Level 5: font Calibri, size 16
- Use dark background and light letters (these can be reversed for printing purposes where necessary)
- Always use landscape format for your presentation. Do not use portrait format
- As your presentation is limited to 15 minutes, you should use roughly 15 slides
- A model PowerPoint presentation is provided

Commercialism Policy

What is NOT allowed!

- Inference that the IIR approves or endorses any product, software or system for any reason.
- Copies of any type of promotional material SHALL NOT be made available during the presentation.
- Remember that you are supposed to present a technical paper and that the conference is not a forum for personal or company advertising.

What IS allowed!

- On the title slide:
  - Names of authors and presenters, affiliations, company names, supporting organizations, and corporate logo.
- On the other slides:
  - Corporate logo.
  - The research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced in order to maintain presentation clarity and relevance. Promotion or endorsement is prohibited and shall be excluded.
  - Specific reference may be made to industry-related standards, test methods and codes.
- Make, model or sole source of critical test instrumentation, reagents or apparatus may be identified, so that others may duplicate the testing.
- Current technical information disseminated to IIR audiences sometimes includes proprietary aspects that are presented in order to inform and educate the members. The proprietary nature of the information may be identified to make evident the limitations of its use.

For any authors that would like to include a copy of their PowerPoint presentation in the IIR Fridoc database in open access, please send a copy of the presentation in PDF format directly to the IIR at info@iifiir.org.
PowerPoint presentation example

EXAMPLE OF AN IIR CONFERENCE POWERPOINT PRESENTATION

First Name SURNAME, Smith K. ANTON

Affiliations

IIR Conference, City, Country, Year

Title: font Calibri, size 44

Level 1: font Calibri, size 24
  ➢ Level 2: font Calibri, size 20
    o Level 3: font Calibri, size 18
      ➢ Level 4: font Calibri, size 16
        o Level 5: font Calibri, size 16

• Conference organizers can download the generic IIR Conference PowerPoint presentation template
ANNEX L: IIR proceedings memory stick

For details on what should be included on IIR conference proceedings memory sticks, please refer to section V of these guidelines.

1. Standard format for publication of IIR conference proceedings

Directions for referencing of IIR conference proceedings
Proceedings are published in the IIR series:

Refrigeration Science and Technology
- ISSN number: number specific to the IIR: always 0151-1637.
- ISBN number: supplied by the IIR.
- IIR year series number: supplied by the IIR. Copyright and Disclaimer
- Footnotes on papers, comprising:
  - IIR/IIF – Commission(s) X, ....- City, Country – IIR year series No. Please request the high-definition IIR logo from the head office.

Contents of the memory stick
The memory stick must be automatically loadable following insertion.

2. Abstracts

Abstracts
Abstract shall be taken from accepted papers.

3. Preparation and mailing of memory sticks

The following policies should be adopted:
- The proceedings on memory sticks are prepared and distributed by the organizers unless another arrangement has been agreed on with the IIR.
- The memory sticks must be simple to use and contents directly downloadable.
- The organizers are responsible for providing each conference participant with a copy of the proceedings memory stick, unless another arrangement has been agreed on with the IIR. Where production of the memory stick in time for the conference proves to be impossible, a period of no more than 2 months after the event shall be applied to the production of the memory sticks. However, such production after a conference should be avoided.
- The cost to prepare and publish the proceedings memory sticks, for each participant, shall be covered by the organizers. The IIR shall be provided with a master memory stick enabling it to produce proceedings for its sales (see I.1.4).

The IIR reserves the right to produce proceedings on memory sticks where the organizers are unable to produce proceedings, within a budget that is acceptable to the IIR.

Example of an IIR proceedings memory stick
Example of an IIR proceedings CD-ROM cover (front and inside front cover)

Design of the CD-ROM label and jacket
The jacket (front and back) and the label on the CD-ROM itself are created using multimedia labels that can be found in office supply catalogues (the IIR uses Avery labels for professionals).

The IIR head office can provide the necessary template.

Disk Cover
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ANNEX M: Example instructions for the session chair

- The presentations are oral and scheduled as follows:
  - Oral presentation: 15 minutes
  - Reminder to the author: 2 minutes before the end of the allocated period
  - Additional time: 2 minutes at the most
  - Discussions: 5 minutes

The chairperson must be firm in reminding speakers that they must comply with the time allocated for their paper presentations. If the speaker goes beyond the allocated time interval, the chairperson must then reduce the time allocated to discussions. You may want to tell the audience to talk to the authors after the session.

Your vice-chair will be a student and he will assist you in keeping track of the allocated time.

- Please meet your vice-chair and your presenting authors in the lecture hall of your session at least 15 minutes before the session starts. Review with the speakers any needed technical or biographical information. The vice-chair will handle the visual aids and projection equipment and assist you in any manner. Each room is set up with a LCD projection system.

We will have desktop computers available in each session room and will expect authors to put their presentations on our laptop computers at the Speakers Room on the morning of their presentations. The vice-chair assigned to each session room will be responsible for collecting these presentations. If authors have papers in different sessions, they should make sure that their presentations are loaded in all sessions. If authors have special videos or AV requests, they should provide their own laptop. We have also requested that the presenters be prepared with a backup method.

- Apportion the session time among the speakers. We have allotted 20 minutes per paper (15 minutes presentation, 5 minutes discussion), but if some presenters do not show up, you can allow more time per speaker if you wish. Please DO NOT move up papers if you have empty slots developing. Please inform immediately the Conference Organization if you have presenters who did not show up.

- Conduct the session, i.e., introduce the speaker and handle the question/answer period. The use of the following procedure makes it possible to achieve well-conducted exchanges between the persons asking questions and the authors:
  - The person asking the question stands up, waits for the microphone where necessary before beginning to speak (particularly if translation is provided), introduces himself/herself (name, affiliation, country) then asks his/her question,
  - The author replies verbally.

- If you have audience members that create problems either with the presenters or the audience, please ask the vice-chair to get a member of the Conference Organization immediately so that the situation can be handled satisfactorily.

- Upon arriving at the conferences, you may also wish to contact the conference website, where we will have listings of any changes. Remember that the authors do not always inform us of their plans, so we do the scheduling on the information provided a week or so before the Conference.
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  - o reprint, publish or copy the paper abstract,
  - o borrow portions of the paper for use in other works,
  - o make derivative works,
  - o alter the paper, add to the paper, or update the content of the paper,
  - o be identified as the author(s) of the paper,
  - o include part(s) of the paper in a thesis or dissertation,
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The conference proceedings of the [conference title] are available in the Fridoc database on the IIR website at www.iiriir.org

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- shall not grant to any other person, firm or company, without consent in writing from the IIR, the right to post copies of this paper or any part of the paper readily available and/or downloadable in public domains, websites or in open access.
- warrant to the IIR that the material shall be in no way whatever a violation of any existing copyright, that it contains nothing libelous or unlawful and that it does not infringe the rights or privacy of others.
- confirm that the work has not been previously published elsewhere and is not currently under consideration for another publication.
- confirm that all of the paper’s authors accept responsibility for the validity of its content.
Written

INSTITUT INTERNATIONAL DU FROID
INTERNATIONAL INSTITUTE OF REFRIGERATION

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All authors should sign the form, using separate copies if necessary or one author should sign the form on behalf of all authors.

Any third party wishing to reprint copyright material, including illustrations, must obtain formal permission from the IIR and an appropriate acknowledgement to the IIR must always be made.

This policy forms an integral part of the Copyright Transfer Form; please do not detach this portion from the Copyright Transfer Form.

Copyright Transfer Form

Article title: ..................................................................................................................................................

Author(s): ..................................................................................................................................................

Corresponding author(s): ............................................................................................................................

The undersigned author(s) agree to the Copyright Transfer Policy and hereby:

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  o borrow portions of the article for use in other works,
  o make derivative works,
  o alter the article, add to the article, or update the content of the article,
  o be identified as the author of the article,
  o include part(s) of the article in a thesis or dissertation, on the condition that acknowledgement to the IIR is given, as shown hereafter, and quoted each time:

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• shall not grant to any other person, firm or company, without consent in writing from the IIR, the right to post copies of this article or any part of the article readily available and/or downloadable in public domains, websites or in open access.

• warrant to the IIR that the material shall be in no way whatever a violation of any existing copyright, that it contains nothing libelous or unlawful and that it does not infringe the rights or privacy of others.

• confirm that the work has not been previously published elsewhere and is not currently under consideration for another publication.

• confirm that all of the article’s authors accept responsibility for the validity of its content. The Copyright Transfer Policy forms an integral part of this agreement.

Signed..................................................................................................................................................................

Print name.............................................................................................................................................................. Date............................................................................................................
**ANNEX O: Event report**

**IIR CONFERENCE REPORT**

An event report, similar to the one below, will be sent to the conference organisers *via email*. Please ensure that this Conference Report is completed within 2 weeks after reception.

<table>
<thead>
<tr>
<th>Event title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue/Location:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>IIR officials present:</td>
<td></td>
</tr>
<tr>
<td>IIR commission(s) involved:</td>
<td>A1, A2, B1, B2, C1, C2, D1, D2, E1, E2</td>
</tr>
<tr>
<td>Organizer:</td>
<td></td>
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<td>(contact details)</td>
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<tr>
<td>Main technical and scientific outcomes:</td>
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</tr>
<tr>
<td>Commission meetings:</td>
<td></td>
</tr>
<tr>
<td>(commissions, names of chairs number of attendees)</td>
<td></td>
</tr>
<tr>
<td>Working group meetings:</td>
<td></td>
</tr>
<tr>
<td>(working groups, names of chairs, number of attendees)</td>
<td></td>
</tr>
<tr>
<td>Number of abstracts received:</td>
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<tr>
<td>Number of abstracts accepted:</td>
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<tr>
<td>Number of abstracts rejected</td>
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<tr>
<td>Number of papers presented:</td>
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<tr>
<td>Number of papers rejected:</td>
<td></td>
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<tr>
<td>Proceedings:</td>
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<td>(where available, link)</td>
<td></td>
</tr>
<tr>
<td>Number of posters:</td>
<td></td>
</tr>
<tr>
<td>Number of keynotes:</td>
<td></td>
</tr>
<tr>
<td>Keynotes:</td>
<td></td>
</tr>
<tr>
<td>(speakers, presentations)</td>
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</tr>
<tr>
<td>Number of workshops:</td>
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<tr>
<td>Number of sponsors:</td>
<td></td>
</tr>
<tr>
<td>Sponsors contact details:</td>
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### Guidelines for Organizers of IIR Conferences

<table>
<thead>
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<th>Number of exhibitors:</th>
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<tr>
<td>Exhibitors contact details:</td>
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<td>Number of attendees:</td>
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<tr>
<td>(provide contact details):</td>
<td></td>
</tr>
<tr>
<td>Number of IIR member attendees:</td>
<td></td>
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<tr>
<td>Social events:</td>
<td></td>
</tr>
<tr>
<td>(event name, number of attendees)</td>
<td></td>
</tr>
<tr>
<td>Student award:</td>
<td></td>
</tr>
<tr>
<td>(winners, paper title)</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended articles for the IJR:**

(6 maximum)

For full submission procedure, please contact IJR Chief Editor, Felix Ziegler ([felix.ziegler@tu-berlin.de](mailto:felix.ziegler@tu-berlin.de))

<table>
<thead>
<tr>
<th>Number of countries represented:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Countries</td>
</tr>
<tr>
<td>(include as many as necessary):</td>
</tr>
</tbody>
</table>

Please feel free to provide any additional information or details (statistics, images, photos, videos, links, etc.):
ANNEX P: Templates to download

- The generic [IIR conference abstract template](#)
- The generic [IIR conference articles/keynote paper template](#)
- The [IIR conference author guidelines](#)
- The generic [IIR conference PowerPoint presentation template](#)
- The [IIR corporate brochure](#) for inclusion on the proceedings memory stick
- The [IIR conference proceedings example extract](#)