CEC Commercialism & Policy Review Check List

The following file types are acceptable uploads:

- PowerPoint *.ppt, *.pps, *.pptx, *.ppsx
- Word document (*.doc)
- PDF document (*.pdf)
- JPEG image (*.jpg)

Photo
- ☐ Check that the speaker's photo upload complies with the commercialism policy. If it does not comply, comment that the speaker must upload a revised photo prior to the conference.

Opening Slide
- ☐ Suggest using the conference PowerPoint template found here: https://www.ashrae.org/conferences/speaker-resources
- ☐ Include presenter or author's name, company/organization affiliation, sponsoring TC, company logo
- ☐ Include session type, number, title and presentation title (REQUIRED)

Learning Objectives Slide
- ☐ List the learning objectives of the **session**; they can be found in the Excel file titled '20yy Winter (or Annual) Conference Learning Objectives' in https://www.ashrae.org/conferences/speaker-resources**.** The author may bold the objectives that pertain to their presentation (REQUIRED)
  AIA/ASHRAE disclaimer (REQUIRED):
  ASHRAE is a Registered Provider with The American Institute of Architects Continuing Education Systems. Credit earned on completion of this program will be reported to ASHRAE Records for AIA members. Certificates of Completion for non-AIA members are available on request.
  This program is registered with the AIA/ASHRAE for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product. Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.

Acknowledgement Slide (OPTIONAL)
- ☐ 3rd Slide
- ☐ Used to thank others for their help in the research or preparation of the presentation
- ☐ Bias Disclosure Statement (if applicable)

Content Slides (review guidelines)
- ☐ ASHRAE Conference Presentation Policy can be found here: https://www.ashrae.org/conferences/speaker-resources
- ☐ Questions regarding commercialism policy compliance shall be directed to CEC Chair/Vice-Chair /Meeting Technical Chair
- ☐ Dual units are strongly encouraged (but not required), especially within the body of text. Units on graphs, tables, figures, etc. are not required to be both SI & IP. Use common sense and discretion when asking a presenter to provide dual units. Refer to ASHRAE "SI Guide for HVAC&R" (link) for information on the SI units and to Section F39 "Units and Conversions" of the 2017 ASHRAE Fundamentals for IP-SI conversions
- ☐ References or displays of trade names, logos or products provided by an HVAC&R related commercial organization are not allowed as promotion.
- ☐ Pictures of equipment shall have all logos removed or covered.
- ☐ Building signs for manufacturers, consulting firms and other industry companies are not acceptable.
- ☐ Names or reference to specific software programs that is imperative for a viewer to reproduce or understand the study, can be listed ONCE and then not repeated through the remainder of the

presentation. Instead, the product may be referred to as "SOFTWARE 1", "SOFTWARE 2", etc. This pertains to free (open source) programs too.
- ☐ Software screen displays are not acceptable if they show the program name.
- ☐ Presenter shall not imply ASHRAE approves or endorses a product
- ☐ ASHRAE logo shall not be used without prior express permission from the society.
- ☐ Presentation shall not reference make, model or sole source of critical test instrumentation, engineering software, reagents or apparatus may be identified as a footnote, so that others may duplicate the testing. Presentation may include research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced only in order to maintain presentation clarity and relevance. Promotion or endorsement is prohibited
- ☐ Reference to Universities, research, government or not-for-profit organizations shall be referenced for clarification only and not endorsing the affiliation.
- ☐ Specific reference may be made to industry-related standards, test methods and codes. Cover Images of industry related non-manufacturer non-product specific codes, standards, and guidelines publication are allowed. Some examples include ANSI Z21.19-2002, UL 425, AHRI 1110-2006, NFPA 20-2010.
- ☐ Images of product specific or non-industry related Magazine, Journal, Standard or other published documents are not allowed.
- ☐ Active hyperlinks are not allowed including but not limited to websites, emails, or documents, URLs are allowed (Right click to remove the hyperlink).
Exception: QR codes with explicit URLs are allowed, provided that all texts and images linked by are also present in the presentation, and that they comply ASHRAE Conference Presentation Policy.
- ☐ Be mindful of the number of slides included. Most presenters only have 10-15 minutes to present and they will likely not make it through 45 slides in that time.
- ☐ References made within the presentation may be done via a bibliography or footnote. If research is being presented, that research should NOT be included in the bibliography.

Conclusion Slide (OPTIONAL)
- ☐ 3rd to last slide

Bibliography Slide (OPTIONAL)
- ☐ 2nd to last slide
- ☐ Reference to any publications cited within the presentation.
- ☐ Reference to the Technical Paper or Conference Paper developed.

Questions Slide (REQUIRED)
- ☐ Last slide
- ☐ Name and email required. Any images must comply with commercialism policy.

SAMPLE COMMENTS:
1. Slide 1: Please include your session title and number as submitted. (TECHNICAL PAPER SESSION 8, IEA Annex 61 Deep Energy Retrofit, Part 2: The Path to Net Zero)
2. Slide 2: This slide needs to include the AIA Disclaimer. Please copy and paste onto this slide
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3. Slides 6, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20: Provide dual units.

4. Slide 8: This figure is difficult to read. Consider formatting so that the text is more legible.
5. Slides 11, 12: Cover photos so that manufacturers' logos are not visible.
6. Slide 24: Company names are not allowed on the final slide; please delete.
7. General: Please review the ASHRAE commercialism policy found at https://www.ashrae.org/conferences/speaker-resources. Your presentation has many violations of the policy and will need significant edits.
8. General: References should be done with a bibliography or footnote and not included within the content of your presentation.

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