INTERNATIONAL INSTITUTE OF REFRIGERATION

The Intergovernmental Organisation for the Development of Refrigeration

IIR GUIDELINES FOR CONFERENCE ORGANISERS

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I. Before Getting Started

Congratulations on being selected as the host-organiser of a Conference of the International Institute of Refrigeration (IIR).

Conferences held by the IIR are key activities of the IIR portfolio that expand its outreach scientific and technical levels internationally. IIR Conferences are designed to:

- update participants on cutting-edge knowledge
- present results obtained in the latest research and development
- present new, innovative industry achievements, in all refrigeration fields and applications
- promote the exchange of knowledge between specialists from all countries
- provide key networking opportunities to all refrigeration stakeholders (researchers, teachers, professors, industrial experts, students, end-users, etc.) within the framework of the IIR
- disseminate information via proceedings and other content (video, articles...).

5 Key Elements to a Successful Conference

1. **Plan.** It usually takes organisers 18-24 months to organise a conference. It is likely that this conference has taken place before, so try to get feedback from the previous chair or organisers. Build a conference timeline (one is provided to help), factor in enough time to complete each stage and leave some wiggle room around deadlines.

2. **Delegate.** There can be a lot of work to do so share this guide with your committee and get them involved as early as possible. Make sure you have one or two key individuals to help share the workload, each of whom may oversee specific tasks.

3. **Use software to save time (and money).** Good conference software will cost money, but it's an investment that will save you time in the long run, which you will be able to spend building a quality programme rather than managing endless admin.

4. **Promotion.** Researchers receive a lot of call for papers. In order to attract quality papers, try to get creative when announcing your conference and use all communication channels available (email, magazines, journals, video, social media...).

5. **Professional help.** If the size of the conference warrants it, you can hire a professional conference organiser (PCO) to support the organisation of the conference.

To-Do Checklist

Here are a few things that you should ensure you do for the conference

Committee

- ☐ The scientific committee includes IIR Commission members
- ☐ The scientific committee represents diversity and the international field
- ☐ I will be able to draw on the expertise and network of the committee to review abstracted and papers, create the conference programme, chair sessions…

Promotion

- ☐ Outlined a marketing and promotion plan
- ☐ The conference style guide provided by IIR (logo, flyer…) has been implemented
- ☐ Reduced registration fees for IIR paying members (private and corporate, not including Commission members) has been advertised
- ☐ Offered IIR a booth at a conference and the opportunity to say a few words during the opening ceremony

Organisation

- ☐ Confirmed that I will promote the conference I am organising at the upcoming IIR conference
- ☐ The organiser of the next conference in the series has been contacted to promote their conference
- ☐ The registration platform requests that delegate check a tick box to give consent to the IIR to process their contact details (data protection)

Abstracts and Paper Management

- ☐ Implemented either ExOrdo or Conftool management platform
- ☐ Provided the IIR access to the management platform
- ☐ Authors have received and are using the templates (with DOI where necessary Copyright Transfer Policy when they submit their content)
- ☐ Final papers have been sent to the IIR

Post-Conference

- ☐ The conference book of proceedings in the required format has been prepared and sent to the IIR
- ☐ The post-conference report is complete

Organisational Timeline

Below shows a typical conference organisation timeline covering all phases in the organisation of the event. The suggested time frames are given as an indication and should be modulated according to the framework within which the conference is organised.

20 MONTHS	Planning Select Scientific Committee
	Finance Create conference budget
18 MONTHS	Planning Secure venue
	Promotion Launch conference website
16 MONTHS	Planning Select management software
	Abstracts/Papers Design submission process
	Programme Invite keynote speakers
14 MONTHS	Promotion Launch call for sponsors
	Abstracts/Papers Invite reviewers
	Programme Build draft programme of keynotes
12 MONTHS	Abstracts/Papers Launch call for abstracts
9 MONTHS	Abstracts/Papers Abstracts due
	Abstracts/Papers Begin reviews
	Abstracts/Papers Close review and analyse
8 MONTHS	Abstracts/Papers Send notifications to authors
	Abstracts/Papers Launch call for papers
	Registration Open Early Bird registration
6 MONTHS	Abstracts/Papers Full papers due
	Abstracts/Papers Finalise reviews
3 MONTHS	Registration Close Early Bird registration
	Programme Publish final programme
	Abstracts/Papers Prepare memory sticks/online access to papers and content
THE BIG DAY	Conference Hold conference
1 MONTH AFTER	Abstracts/Papers Provide book of proceedings, individual papers, presentations...
	Promotion Promote conference highlights
2 MONTHS AFTER	Post-Conference Complete post-conference report
	Finance Close budget

II. General Information

Responsibilities of the Conference Organisers

The conference organisers shall:

1. **Manage the full organisation** of the conference including logistics and finance.

2. **Work with the President**(s), Vice-Presidents and Secretaries of the relevant IIR Commission(s) in order to handle the scientific and technical aspects of the organisation of the conference, and to promote the active participation of experts in the host country.

3. **Provide the finalised and complete conference proceedings** in the electronic form (preferably on a memory stick). The conference proceedings shall be made available to participants during the conference.

4. **Cover the hotel expenses** of the IIR representative(s), and if possible, the Chairman of the conference, the President of the Scientific Committee and plenary speakers.

5. **Provide complimentary registration** to the conference to the IIR representative(s).

6. **Allocate time** (5-15 minutes) during the opening session for an IIR representative to give a brief introductory speech.

7. **Handle advertising** in order to publicise the conference in the host country and abroad. A press kit may be prepared by the organisers in collaboration with the IIR.

8. **Ensure the professional video recording/filming** of several sessions at the conference.

9. **Provide a list of accommodation** and/or arrange a room block (with price lists).

10. **Organise transport** dedicated to conference participants if necessary.

11. **Use the IIR conference supports** as provided by the IIR which include the conference logo, style guide and paper management platform.

12. **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.

13. **Obligations.** The conference organiser is responsible for all fiscal, legal, financial and organisational liabilities (insurance, taxes…)

14. **In case of cancellation** or reorganisation, coordinate with and inform the IIR first. Once a final decision has been made all potential participants should be informed.

Responsibilities of the IIR

The IIR shall:

1. **Ensure that IIR Commission Presidents** and officers actively assist conference organisers by identifying scientific and technical papers that fall within the scope of the conference, devoting time to reviewing papers and chairing sessions during the event.

2. **Inform the entire IIR network**, including IIR Commission members, of the conference as well as the wider public using all communication channels at its disposal.

3. **Index all selected and presented papers** in the IIR FRIDOC database and initiate the potential indexing process in SCOPUS and Web of Science.

4. **Provide the organiser** with the conference logo and style guide as designed by the IIR.

5. **Help draft promotional materials** and content.

6. **Provide guidance** and suggest tools to organise the conference successfully.

7. **Support and assist** the conference organiser with all aspects of organisation, promotion and logistics where possible.

III. The Scientific Committee

The Scientific Committee **MUST include individuals from across the globe who are members of the IIR Commissions** related to the conference theme.

An updated list of IIR Commission members can be found at https://iifiir.org/en/directory/experts.

Recognised experts from outside of the IIR network can also be selected.

The Scientific Committee, as set up by the conference organisers, will have a key role in the overall organisation and execution of the scientific and technical aspects of the conference.

Main tasks of the Scientific Committee include:

- ensuring that the submitted abstracts fall within the scope of the scientific and technical programme
- ensuring that papers are not of a commercial nature
- supervising the paper review process
- reviewing and selecting abstracts and papers
- helping to evaluate papers for the student competition
- chairing sessions during the conference
- identifying quality papers that could be published in the International Journal of Refrigeration (IJR).

DIVERSITY OF YOUR COMMITTEE
Make sure your committee reflects the diversity of your field with representation across: gender, career level, ethnicity and country of origin.

Roles and Responsibilities

Below are the main responsibilities of a typical conference organising and scientific committee, split into roles:

- **General chair.** The general chair is responsible for the overall running of the conference and makes final decisions, including how roles and responsibilities are divided. They're often responsible for selecting the location and for publicity.
- **Programme chair.** The programme chair ensures the conference has a well-balanced, high-quality technical programme. Together with the general chair, they develop the call for abstracts and are responsible for the review process.
- **Track chairs.** If the conference programme is broad in scope, it may be useful to separate it into thematic areas or tracks. Each track can have its own chair, deadlines and reviewers.
- **Session chairs.** Session chairs manage the Q&A portion of each session and make sure presentations run on time. Co-chairs support the session chair and can step in to replace the chair when necessary.

- **Other chairs.** Appointing additional chairs with specific responsibilities can be helpful. Tasks may include local arrangements, generating the book of proceedings, or publicity.

The following roles can help to ensure a successful conference.

- **Professional conference organiser.** A professional conference organiser looks after event-planning admin and logistics. They may also take on tasks like managing submissions and keynote speakers.
- **Steering committee.** A steering committee is usually responsible for overall organisation, financial planning and advice. It may appoint your general chair and approve your programme chair.

Who is Responsible for What?

Whether you have lots of people responsible for a few things, or a few people responsible for lots of things, identifying who does what tasks can help.

CONFERENCE AREA	WHO IS RESPONSIBLE?
Creating conference website and promoting it	
Selecting venue and making local arrangements	
Sourcing conference software	
Announcing the conference and collecting submissions	
Registering your conference with the body governing continuing professional development	
Selecting and coordinating reviewers	
Inviting and managing keynote (aka plenary) speakers	
Communicating with authors, reviewers and delegates	
Registering delegates and collecting payments	
Building the conference programme	
Publishing the conference proceedings	
Financial accounting	

IV. Practical Aspects and Services

The following suggestions may facilitate organisation onsite:

Registration

Badges

- **All conference participants** should be given a badge to wear during the conference.
- **Information**. The badges should be easy to read, practical to wear (with a lanyard) and include the participant's full name, organisation and country.

Delegate Bags

- **A delegate bag can be provided**. It is recommended to choose a practical model (with a shoulder strap, a name-label slot, eco-friendly…).
- **Conference materials** can be distributed in the bag. These can include the conference programme, sponsor flyers, the conference papers on a memory stick…

Speakers

All speakers and persons presenting papers should be welcomed and have access to a dedicated speaker's room. This will help to facilitate the setting up of the technical aspects that need to run smoothly (video projection, upload of PowerPoint slides…).

Programme

Information Displays

- **High-quality digital or print signs** should be placed in strategic areas indicating the room locations, the times, the themes, the authors and the titles of the papers to be presented.

The Conference Room

- **Equipment.** Laptop, screens, microphones, remote control and overhead projectors will be required; where possible, back-up equipment should be available in the case of breakdowns.
- **Conference room support**. Depending on the size of the conference and the complexity of the technical organisational aspects, it may be useful to recruit several persons to oversee the smooth running of the sessions — one in charge of the projectors and computers, and the other in charge of the discussions (microphone).

- **Questions.** If it is no possible to recruit dedicated individuals to pass the microphones for questions from participants, microphones can be placed on stands in the middle aisle.

TECHNICAL SESSIONS

- **Guidelines**. A copy of the guidelines of the organisation of technical session presentations should be communicated to chairpersons well in advance of the sessions, and can again either be provided to chairpersons at registration (in the delegate bag) or placed in each session room. Speakers should also receive these guidelines in advance to submitting their PowerPoint presentation so they know what is expected of them.
- **List of presentations**. For each session, the chairperson should have the following information: details on the presenting authors, the titles of the presentations, the time the paper presentation is to begin and end.
- **Time keeping**. Chairpersons should have practical access and full view of the time to ensure that presentations do not run over.

VIDEO RECORDING/FILMING

- **Keynote presentations and technical sessions**. Conference organisers should ensure that several keynote presentations, and technical sessions, are filmed/recorded.

  For example, for a conference spanning over 3 days, video filming/recording can be expected of at least three technical sessions and several keynotes. Organisers are free to film/record any other aspects or events of the conference they feel would be pertinent. The cost of this service must be covered by the organiser, whether by way of sponsorship or otherwise, and the content should be sent to the IIR head office electronically. The IIR will own the copyright of the video.

BOOTHS

- **The IIR**. A small booth for the IIR to display and promote its activities, services and publications must be located close to an area with frequent traffic of conference participants.
- **Sponsors**. As part of the conference sponsorship package, sponsors may want to send booth material to the conference venue in advance. Make sure to have a detailed process in place. The booths should be located close to an area with frequent traffic of conference participants.

Other Aspects

INTERNET ACCESS

As the conference audience is very likely to be made up of international participants, it is essential that easy internet access via Wi-Fi be made available.

Participants will surely require internet access go to the conference website, check emails, promote the conference on social media, and much more.

TRANSLATION

The official languages of IIR conferences are French and English.

Depending on the location and local market audience, if the conference organisers wishes, and if the conference budget allows for it, simultaneous translations can be provided.

EMERGENCY SERVICES

- Access to medical assistance and a pharmacy must be made provided. Participants appreciate conference venues that are close to other amenities including shops or banks.

TRANSPORT

- Dedicated transport. If the conference venue is in a remote area, dedicated transport should be provided to participants in order to facilitate access to the conference.

ACCOMMODATION

A large range of accommodation should be available in order to address differing needs and budgets, and could include:

- Luxury hotels
- Standard rate accommodation
- Budget hotels
- Accommodation in university residents.

V. Going Virtual

IIR conferences should be held as a face-to-face event, however integrating virtual aspects into the conference can be, and has proven to be, very beneficial.

Going online, even if partially, can be useful if, for example, there is suddenly a problem with the conference venue and finding another one is not feasible or in the case of an international or national pandemic.

Organising or adapting a conference to an online one does take some effort, but here are a few tips to keep in mind to help you with the task:

1. **What platform to use?** There are many platforms that exist today and can facilitate the organisation of online sessions. The IIR can help you set up and manage platforms such as Zoom.

2. **Adjust the budget.** If you're offering participation online, you will be able to reduce the budget for catering, for example, but might need to increase it to include additional audio-visual material or for extra internet capacity.
3. **Promote clearly**. Make sure potential delegates know and clearly understand that the conference will also be held online.
4. **Sponsorship packages** will certainly require some tweaking in order to provide similar benefits as an in-person conference; why not offer short "spotlight video spots" in between technical sessions and additional opportunities to show sponsor logos.
5. **Conference programme**. Depending on the programme density, it might be a good idea to avoid too many over lapping sessions, particularly as this requires additional personnel to coordinate the online sessions; extending the conferences dates could be useful.
6. **Record sessions** and make them available for viewing to conference delegates as part of their registration.
7. **Registration** fees may need to be adjusted but IIR members should still benefit from a discount.
8. **Delegates bags** won't be possible so think of how you will provide delegates with the usual delegate goodies; the IIR can maybe provide some support.
9. **Posters** will still require visibility so why not request short video presentations from authors to be broadcast and consulted during the conference.

We can help set up Zoom
Contact the IIR for additional support or advice at **info@iifiir.org**.

VI. Communication Materials & Branding

With the help of a graphic designer, the IIR has gone to a lot of effort to create a solid corporate brand image for all of its activities, including conferences.

As such, the IIR has designed specific logos, icons, flyers and styles guides for each conference. Please respect the colours and formats of the material provided.

If you have not yet received your branded materials for the IIR Conference,
please contact the IIR at **info@iifiir.org**

Logos

CONFERENCES

The IIR is currently redesigning all conferene series logos. This section of the guide will be updated as soon as the redesign is complete.

The logos are provided to organisers by the IIR in several formats and should be used in accordance with the accompanying guidelines.

The IIR corporate logo should appear on all communications support (digital and print) for the conference. It should also be clear that the conference being organised is "**AN IIR EVENT**".



Flyer

The IIR provides a template for the conference flyer and first announcement for the call for abstracts.

The content of the flyer, initially provided in English, can be adapted and translated as necessary.

Any additional information (the make-up of committees, transport details…), should be indicated on the conference website.

The essential information on the flyer includes:

- The IIR logo
- Conference title and logo (with date and location)
- Venue photo
- Organiser(s) logo(s)
- Sponsors logos
- Conference themes
- Commission logos
- Key dates

Printed Programme

Generally speaking, most conference organisers opt for a printed programme as this is highly appreciated by participants as it provides easy access to be able to follow the organisation of the conference.

A printed conference programme should include the following:

Mandatory	Optional
• Front and back cover • Introduction • Committee members • Brief overview of programme • Detailed programme – presentation title, authors, rooms, times… • IIR corporate advert • Details of events, gala dinner… • Contact information • Advert of next conference in the series (back cover)	• Welcome from the Chair • Welcome from the IIR Director Gener • Sponsors adverts • Notes pages

VII. Promotion

Implementing a strong promotional strategy for the conference will be a key element to its success. Here are a few ideas on what can be put in place to help achieve the most from your efforts.

Public Relations

For a host country, a conference should provide an opportunity to increase participants' awareness of the importance of refrigeration technologies and their ranges of applications, as well as an opportunity for the IIR to expand its outreach.

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

- **Establish media partnerships** with local, national and international press, media outlets and industry-specific partners.
- **Announcements**. In the run up to the conference, several announcements should be prepared and sent to trade journals, magazines and other press channels (either directly or via delegates).
- **A press kit** may be prepared by the conference organisers in collaboration with the IIR. This kit should focus on the conference themes and provide an overview 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.
- **Reach out to journalists** and provide them with invitations to attend certain conference days and a press conference or interview session could be arranged.

EXAMPLE MEDIA PARTNERSHIP

Hereafter are examples of what can be included in a media partnership:

- **Media Coverage**
  - Event coverage reporting – post-event summary, live coverage, highlights from parallel sessions, keynote summaries, press briefings, poster presentation, awards ceremony
  - Sharing of announcements (before, during and after) in return for visibility
  - Sponsoring a lounge or an amphitheatre,
  - Co-branded sessions
- The exact event coverage should be agreed upon – coverage required and their publishing schedule as well as any guidelines regarding the content, approval process, scientific accuracy requirements and citation rules.
- **Content Partnership:**
  - Authoring/co-authoring of articles
  - Technical and explainer videos
  - Expert and attendee interviews
  - Editorial series
  - Researcher spotlights
- Content formats, lengths, angles and their publication channels and timing should be agreed upon in advance.
- In addition, authorship and the review and approval workflow as well as scientific guidelines such as citation and technical verification for accuracy should be included in the initial agreement.
- **Visibility and Promotion:**
  - Sending invitation emails to the media outlet's emailing list
  - Promotion in their newsletter
  - Mention in a podcast
  - Adverts in their publication (web/print)
  - Social media posts before, during and after the event
    - In return they should be mentioned as media partner in items such as the conference website, programme, during the opening ceremony, emails to participants, offered a booth etc.
- For this type of action, both parties should agree upon the exact promotion, audience, content and frequency, access to abstracts.

The IIR

- **Make use of the IIR network**. The IIR organises and is involved in conferences, international meetings, tradeshows and workshops across the globe; make sure the IIR head office has several copies of the conference flyer to be disseminated across its activities.
  Its expertise network also provides a perfect source for potential conference participants.
- **Booth**. The IIR should be offered a small booth at which it can display and promote its activities, services and publications.

  The booth must be located close to an area with frequent traffic of conference participants.

Social Media

A growing source for good promotion and extended international outreach, digital media platforms and channels should not be ignored.

Whether it's creating brief promotional videos of keynote speakers or posting announcements for the call for abstracts or registration, social media is a great way to promote the conference.

Ask the IIR for your conference # hashtag or create your own!

The IIR is currently present on the following digital platforms:

- **LinkedIn Corporate Page** International Institute of Refrigeration view the page
- **LinkedIn Group Page** International Institute of Refrigeration view the page
- **Facebook** @IIFIIR view the page
- **YouTube** International Institute of Refrigeration view the channel

Use the IIR Social Media platforms
If the conference organisers do not have their own social media accounts, they can provide shorts texts for the IIR to post online at key dates.

Other Events

If possible, and where there is no conflict, why not establish collaborations with other conferences or events? This could be the case for a conference that might take place in the same year, in the same country, but on complementary themes.

Communication supports could be distributed to the participants at the collaborating conference.

Email

We all receive a lot of emails, but attractive campaigns sent at strategic times can be crucial to the success of a conference.

Make sure not to send out too many emails but just enough to be seen by the target audience and with essential information only.

IIR Campaigns
The IIR can send out a call for abstracts to its network in a dedicated email campaign and in its monthly newsletter.

Website

A good website can attract a wider market audience and will showcase the best of what's to come of the conference.

It can allow you to answer enquiries, collect submissions, manage registration or simply inform.

Mobile responsive website

Make sure that when visitors browse the conference website on a mobile phone, everything looks and works properly.

Use the checklist to make sure you don't miss anything important.

Planning the Pages of Your Website

☐ **Homepage.** Conference name, logo, date and location, Venue image. IIR logo. Call to action (submission, registration…). Opening summary. IIR information. Sponsor logos. Important deadlines. Contact form. Social media links.

☐ **Conference scope.** Themes, topics, special sessions, panel submissions, etc. A welcome from the chair inviting submissions. A list of the Committee members must be indicated. IIR corporate description.

☐ **Programme.** Release a draft programme when your keynotes are confirmed. A list of the keynote speakers.

☐ **Travel and accommodation.** Information on transport (whether tipping is customary or not) and suggested accommodation.

☐ **Registration.** Fees, discounts for IIR members, payment methods, cancellation policy, terms & conditions and a link to your registration system. Visa information and invitation letter request process.

☐ **Sponsors and partners.** A showcase of your sponsors and sponsorship packages.

☐ **Abstracts and papers.** Produce your call for papers in full. Guidelines on how to submit and a link to your abstract and paper management system. Need to sign the Copyright Transfer Policy. Oral presentation guidelines, instructions and specifications for posters. Submissions for the International Journal of Refrigeration. Potential indexation process of papers in SCOPUS and Web of Science.

IIR Description

It is recommended to include a brief description of the IIR on the conference website:

English	French
The International Institute of Refrigeration (IIR) is an independent intergovernmental science and technology-based organisation 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.	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'appauvrissent pas l'ozone et ont un faible impact sur le réchauffement planétaire.

Word of Mouth

It can be difficult to gage the success of this, but it certainly can't hurt! Speak to your peers about the conference and why not allocate an influential expert in the field as an ambassador of the conference to help boost its visibility.

During the Conference

Many of these channels can be used during the conference to promote the activities organised and give added visibility to experts and sponsors.

Why not ask a young researcher to provide a short overview, with photos, of the technical session they attended to be posted on social media or on the conference website?

VIII. Sponsorships

Although the IIR is a scientific and technical institute, it welcomes and encourages support from sponsors with a view to covering expenses, reducing registration fees, promoting attendance and facilitating dissemination of information.

Sponsorship Packages

In light of this, sponsorship packages can be proposed, and the support of sponsors can cover many aspects of the conference:

- booths
- workshops
- gala dinner
- internet access for participants (Wi-Fi)
- lunches and breaks
- memory sticks/preparation of the proceedings
- printed conference programme
- the social programme
- technical tours
- delegate bags (name badges, pens, notepads, bags…)
- dedicated transport or transport to technical tours

In return, sponsors can expect increased visibility of their company via the promotion and publication of the logo in various communication materials of the conference, for instance:

- acknowledgement of sponsors' support included in the proceedings, publication of logos
- recognition of sponsors in the conference programme and during speeches at certain moments during the conference
- sponsors can have booths in areas with frequent traffic of participants.

Past experience shows that about one-third of expenses can be covered thanks to sponsors' support. Nevertheless, sponsorship should not be highly pervasive and should be tasteful.

EXAMPLE

Hereafter is an example of a sponsorship package:

PACKAGE	SPONSOR LEVEL 1 €€€	SPONSOR LEVEL 2 €€	SPONSOR LEVEL 3 €
Corporate logo on conference promotional materials (website, programme, screens, flyers)	✓	✓	✓
One-year IIR Corporate membership	✓	✓	✓
Corporate flyer in delegate bag	✓	✓	✓
Complimentary registrations	3	2	1
Furnished booth (size in metres)	3x3	3x3	2x2
Level of priority when choosing booth location	1	2	3
Corporate logo on signage at lunches and breaks	✓	✓	–

Corporate logo on signage at Gala dinner	✓	✓	–
Corporate logo on Wi-Fi sign-in page	✓	–	–
Video spotlight	✓	–	–
Corporate advert in conference print programme	✓	–	–
Corporate workshop	✓	Option €	

Free IIR Corporate Membership

ONE-YEAR FREE IIR CORPORATE MEMBERSHIP

The IIR offers one-year free corporate membership (not renewable) to all sponsors of its conferences, regardless of the category (gold, silver or otherwise). Find out more at **www.iifiir.org/en/membership**.

In order to ensure that all conference sponsors benefit from this offer, organisers should promote this offer as part of sponsorship packages and must provide the IIR with the contact details of all the sponsors of conference.

Contact details of conference sponsors should be sent the IIR head office with the post-conference report.

Booths

Depending on the layout and floor space available at the venue, you may wish to provide booth areas to sponsors as part of the sponsorship package.

THINGS TO REMEMBER

1. **Materials in advance**. Some companies may wish to send materials in advance of the conference (communication material, equipment…) so have a clear procedure in place to facilitate this.
2. **Set up & breakdown time**. It is recommended to allocate sufficient time for the set up and breakdown/clear up of booths out of sight of participants. This could be for example, the night before the official conference opening and/or before registration opens on the first day of the conference and after the closing ceremony if nothing else is scheduled.
3. **Signage**. Although most companies will set up their booth with corporate branded materials, it's always a good idea to prepare signage that identifies the companies in a standardised and easy-to-ready way.
4. **Electricity supply**. Even if sponsors do not require additional audio-visual equipment for their booth, they will surely require an electricity supply over the period of the conference, for example to show online demonstration videos.

Early Bird Sponsorship

To promote sponsorship packages why not provide an “early bird” tariff with a discount on prices for all sponsorships paid in full before a certain date.

IX. Conference Programme

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 scope of 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. **Opening day**. The conference should not be scheduled to start too early, in order to allow time for additional participants to register and to enable participants from the host country to arrive on the opening morning, reducing expenditure on accommodation.
2. **Plenary sessions.** Conference organisers should invite high-level speakers who are able to present state-of- the-art papers with a scope broad enough to interest participants who are not familiar with the technologies involved in the sector in question.
3. **Parallel sessions**. Sessions on the same theme should not be organised at the same time so that participants can move from one session to another in order to attend the paper presentations they are interested in.
4. **Day theme**. Each conference day could have its own specific track or theme which can help to promote 1-day registration for persons who would not otherwise attend the scientific and technical program.

Typical Organisation

SCIENTIFIC AND TECHNICAL PROGRAMME

The optimal duration for an IIR scientific conference is 3 days of technical content (with the evening before reserved for the welcome reception). 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 1-3 Commissions.

The scientific and technical programme shall be clearly presented on the conference website.

Below is an outline of the key organisational aspects to be taken into account for an IIR scientific conference:

WELCOME RECEPTION

A welcome reception should be organised the evening before the technical conference starts.

This should include a light buffet and a brief welcome speech and provide the opportunity for participants to collect their registration badges and/or register to the conference.

Conference participants should be able to purchase additional tickets to the welcome reception for accompanying persons.

THE OPENING CEREMONY

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

- the IIR video (to be displayed at the very beginning to mark the opening of the conference)
- a short welcome speech given by a person from the conference organising committee
- a high-level IIR representative 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
- time allocated to the IIR representative to deliver a brief introduction.

The ceremony also provides an opportunity to provide health and safety information.

THE HIGH-LEVEL PANEL

The conference should begin with a 45-minute high-level panel including:

- Government representation from the host country
- Industry representation from the relevant field (this can be the conference sponsors)
- Scientific representation of the field (can include the conference chair, local university, etc.)
- A moderator (can be from the IIR)

The purpose of this panel is to serve as a platform for dialogue between policymakers, scientists, and industry leaders, aiming to highlight the latest scientific advancements, policy frameworks, and industrial innovations in the topic relating to the conference.

Suggested format:

- Keynote Address (10 minutes)
  - Delivered by a high-level representative from the Government of the host country (e.g. Ministry of Industry and Technology / Minster for Science and Innovation…).
- Panel Discussion (35 minutes)
  - Policy: Government representative.
  - Science: Researcher and academic with expertise in the main topics of the conference
  - Industry: Representative from sectors related to the conference
  - Civil Society / International Organizations: Perspectives on global challenges and equitable access

Diversity of Your Panelists

Make sure your panelists are fluent in the language required, have the level of expertise and reflect the diversity of your field with representation across: gender, career level, ethnicity and country of origin.

PLENARY SESSIONS

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 proficiently 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 time is scheduled.

Diversity of Your Plenary Speakers

Make sure your plenary speakers are fluent in the language required, have the level of expertise and reflect the diversity of your field with representation across: gender, career level, ethnicity and country of origin.

SCIENTIFIC AND TECHNICAL SESSIONS

The conference shall be divided into sessions lasting roughly 100 minutes, and each session should be devoted to a single scientific and technical program theme

In general, no technical session should last for more than 2 hours without a break.

Parallel Sessions

Unless the conference size requires so, ideally no more than 3 parallel sessions should be organised at once.

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.

Oral Presentations

Any person who registers for a conference may present one or more papers (no more than three is advised), alone or as co-author.

Each individual **oral paper presentations session should last 20 minutes** and should be organised as follows:

- Oral presentation: 15 minutes
- Reminder to the author: 5 minutes before the end of the allocated presentation period
- Additional time: 2 minutes at most
- Q&A: 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 reduce the time allocated to discussions.

Poster Sessions

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, organisers need to ensure that the posters are of good quality.

Poster sessions can be held in the conference room; each author can be allocated a time slot (of possibly 3 minutes) to present his/her work.

WORKSHOPS

Workshops can be organised at IIR conferences and usually have the objective to give visuality to the more industrial or corporate aspects of refrigeration in relation to the technical and scientific issues.

For instance, workshops can be organised by companies as a part of their sponsorship package, but these types of events do not require the submission of a conference paper.

Traditionally, presentations are delivered which address the more practical side of refrigeration linked to the corporate sphere.

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 Organising Committee should consult the list of reviewers and attendees in order to call on Heads of Sections, Presidents and Vice-Presidents of Commissions to play this role.

Diversity of Your Chairs
Make sure your session chairs are fluent in the language required, have the level of expertise and reflect the diversity of your field with representation across: gender, career level, ethnicity and country of origin.

Chairpersons should be selected according to the papers submitted and before the final programme is published. The conference organiser should reach out to potential Chairs well in advance of the conference in order to ascertain the availability of each person.

Co-Chair. For each session, a co-chair/stand-in chair should be identified.

Either the Organising Committee or each Chairperson should call upon a person from the host country to act as co-Chair (for instance where a positive political impact can be generated).

Download an example of the guidelines for technical session presentations [download]

IIR Commission and Working Group Meetings

Conference organisers should schedule 45-60 minute IIR Commission and Working Group meetings by contacting the relevant presidents.

If required, conference organisers should provide a room and an LCD projector.

Meetings can be grouped, i.e. Commission A1 and A2 can organise a joint meeting, and conference organisers should promote these meetings as part of the final conference programme.

It is the duty of the Presidents of the Commission(s) involved to attend the conference and organise these meetings.

The persons chairing these meetings should prepare an agenda and an attendance sheet and draft the minutes of the meeting, all of which should be sent to the IIR head office within 1-month post-conference.

Conference organisers should facilitate this effort.

Breaks and Dining

All dining is included in the conference registration fee.

Breaks

Thirty-minute tea/coffee breaks should be scheduled (one mid-morning and one mid-afternoon). These breaks should allow for some time to network.

Lunches

Lunches should be at least 60 minutes and designed to allow participants to network. Buffet-style lunches are quite practical, and the menu should be varied so as to cater to all tastes (allergies, dietary requirements, restrictions...).

If lunches are sponsored, this should be indicated on a screen and/or mentioned in the programme/menu.

Gala Dinner

Optimal timing of the conference dinner is just after midway through the event (for instance on the second evening of a 3-day conference).

If conference organisers opt for a buffet-style dinner, a separate table (VIP) should be arranged. Additional entertainment may be proposed by the Organising Committee.

Certificates of recognition for the main organising committee may be given on this occasion by a representative of the IIR. The IIR does not provide any other certificates such as attendance certificates for participants, session chairs, scientific committee, etc. The organisers may choose to do this using the IIR template and email certificates to recipients.

Awards can be given either during the gala dinner or during the closing ceremony.

Conference participants should be able to purchase additional tickets to the gala dinner for accompanying persons.

Awards and Prizes

If desired, conference organisers can organise various awards, prizes and competitions, as long as they remain within the scope of the conference and in line with IIR policy.

BEST STUDENT PAPER COMPETITION

IIR conference organisers can present an award for the Student Best Paper according to the following guidelines:

- **Promote early**. Depending on the structure of the competition, it should be announced early on during the organisation of the conference.
- **IIR certificate**. The award shall consist of a certificate, which should include the following information:
    1. Conference name, date and place
    2. "Student Best Paper Award Presented to [•] for the paper: "[•]"
    3. Conference Chair (including name and signature).

  A template for the certificate should be obtained from the IIR head office. The IIR can prepare the certificates for award-winners if necessary.

- **Monetary prize or gift**. Conference organisers may include in their budget an amount between 300 - 500 euros to give as a prize to the winner(s) or to produce a symbolic award (trophy, medal…) to give to the winner.
- **Free IIR membership**. The IIR offers free one-year Basic IIR membership to the winners.
- **Jury**. The conference organisers should establish a selection process involving members of the Scientific Committee or/and session chairs and may also include other members of the IIR participating in the conference. For example, the Committee may select 5 to 10 best papers and evaluate them using pre-defined measurable criteria in order to rank papers.
- **Eligibility**. The award winner must present their 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 an equivalent educational structure.

- **When to present the award**. The award can be given during the conference gala dinner or the closing ceremony.

Technical Tools

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 either towards the end of each conference day or at the very end of the conference in order to avoid conflict with technical sessions.

Social Programme and Accompanying Persons

Accompanying Persons' Social Programme

The social programme for accompanying persons should be attractive and help participants to discover national or local specialities, whilst not conflicting with the conference programme.

As such, as well as the accompanying persons' social programme which may include guided tours, site visits, shows or exhibits, accompanying persons should also be able to take part in the conference welcome reception, the gala dinner, and any additional social programmes offered.

A social programme for conference participants can also be organised if wished.

Student Networking Event

The Student Networking Event is an event organised and dedicated to students and young professionals. Generally speaking, this event takes the form of "speed meetings" where students (approximately 3) rotate from table to table to meet and exchange with experts in the field.

This gives an opportunity for students to converse with established refrigeration professionals.

Student Networking Events can be organised at any point during the conference (lunch break, at the end of a conference day…).

Closing 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 could be given by the highest-ranking member of the STC present at the event, or by a prominent scientist from the host country.

AN OPPORTUNITY TO PROMOTE THE NEXT IN THE SERIES

The closing ceremony also gives an opportunity for the organisers of the next conference in the series to promote their conference.

The conference should end relatively early on the closing day in order to enable participants from the host country to reach home the same day.

Typical Programme

Hereafter shows a typical conference programme held over three days.

EVE OF THE CONFERENCE			
18:00 - 20:00	**Welcome reception and registration**		

DAY 1			
08:00	**Registration open**		
09:00 - 09:30	**OPENING CEREMONY**		
09:30 - 10:00	**Plenary session n°1**		
10:00 - 10:30	**Plenary session n°2**		
10:30 - 11:00	**COFFEE BREAK**		
	Parallel session n°1	**Parallel session n°2**	**Parallel session n°3**
11:00 - 11:20	Oral presentation	Oral presentation	Oral presentation
11:20 - 11:40	Oral presentation	Oral presentation	Oral presentation
11:40 - 12:00	Oral presentation	Oral presentation	Oral presentation
12:00 - 12:20	Oral presentation	Oral presentation	Oral presentation
12:20 - 12:40	Oral presentation	Oral presentation	Oral presentation
12:40 - 14:00	**LUNCH BREAK**		
14:00 - 14:30	**Plenary session n°3**		
	Parallel session n°4	**Parallel session n°5**	**Parallel session n°6**
14:35 - 14:55	Oral presentation	Oral presentation	Oral presentation

14:55 - 15:15	Oral presentation	Oral presentation	Oral presentation
15:15 - 15:35	Oral presentation	Oral presentation	Oral presentation
15:35 - 15:55	Oral presentation	Oral presentation	Oral presentation
15:55 - 16:15	**Poster session**		
16:15 - 16:45	**COFFEE BREAK**		
16:45 - 17:30	**Workshop 1**	**Workshop 2**	**Workshop 3**
17:30 - 18:15	**IIR WORKING GROUP MEETINGS**		
20:00 - 00:00	**GALA DINNER**		

DAY 2			
09:00 - 09:25	**Welcome**		
09:30 - 10:00	**Plenary session n°4**		
10:00 - 10:30	**Plenary session n°5**		
10:30 – 11:00	**COFFEE BREAK**		
11:00 - 11:45	**Workshop 4**	**Workshop 5**	**Workshop 6**
11:45 - 12:30	**Workshop 7**	**Workshop 8**	**Workshop 9**
12:30 - 14:00	**LUNCH BREAK**		
14:00 - 14:45	**IIR COMMISSION MEETINGS**		
	Parallel session n°7	**Parallel session n°8**	**Parallel session n°9**
14:45 - 15:05	Oral presentation	Oral presentation	Oral presentation
15:05 - 15:25	Oral presentation	Oral presentation	Oral presentation
15:25 - 15:45	Oral presentation	Oral presentation	Oral presentation
15:45 - 16:05	Oral presentation	Oral presentation	Oral presentation
16:10 – 17:30	**STUDENT NETWORKING**		
17:45 - 18:30	**TECHNICAL TOURS**		

Day 3	
09:00 - 09:25	**Welcome**
09:30 - 10:00	**Plenary session n°6**

10:00 - 10:30	**Plenary session n°7**		
10:30 - 11:00	**COFFEE BREAK**		
	Parallel session n°10	**Parallel session n°11**	**Parallel session n°12**
11:00 - 11:20	Oral presentation	Oral presentation	Oral presentation
11:20 - 11:40	Oral presentation	Oral presentation	Oral presentation
11:40 - 12:00	Oral presentation	Oral presentation	Oral presentation
12:05 - 12:35	**CLOSING CEREMONY**		

X. Management Software

Abstracts, Papers, Registration…

In an aim to provide harmonised and coherent conference organisation, from its initial stages to post conference, including indexation of the conference papers, **conference organisers MUST use a dedicated online conference management platform** to manage abstracts and papers such as ConfTool (the IIR's recommended platform).

Organisers can use another platform for registration if wished.

ACCESS FOR THE IIR
The conference organiser must provide the IIR with admin access to the management system.

The platform will enable conference organisers to, amongst others:

- create a branded platform
- invite reviewers and manage the review process digitally
- collect and manage abstracts and papers
- request authors submit PowerPoint presentations for review in advance of the conference
- ensure authors sign the necessary Copyright Transfer Policy
- produce the conference book of proceedings
- manage registration
- implement a conference app
- save time

The platform will enable the IIR to, amongst others:

- have direct access the conference papers for rapid indexing

- collect delegate information for future promotion
- be able to offer author PowerPoint presentations as part of the IIR documentation service
- better analyse IIR member participation
- implement a consistent brand image across all of its conferences

If the conference organiser does not currently have access to a management system (university or otherwise), **the organiser could use one of the platforms indicated here after.**

Recommended Platforms

We Can Help!
Should you require assistance to set up your management platform, please contact the IIR.

		ConfTool Pro	SciencesConf	ExOrdo	Oxford Abstracts	EventsAir
		https://www.conftool.net/	https://www.sciencesconf.org/	https://www.exordo.com/	https://oxfordabstracts.com/	https://eventsair.com/
General	Multilingual	20 languages	EN, FR, ES	EN	EN	EN
	Type of platform	Available online (ConfTool Pro) Installation required (Conftool)	Available online	Available online	Available online	Available online + Mobile Apps
	User and admin management rights	Y	Y	Y	Y	Y
	Accessible worldwide	To be tested	To be tested	To be tested	To be tested	To be tested
	Customisation (conference logo...)	Y	Y	Y	Y	Y
Conference management	Online registration	Y	Y	Y	Y	Y
	Online payment	Y	Y	Y	Y	Y
	Accounting and invoicing management	Y	N	Y	Y	Y
	Management of participants (lists, badges...)	Y	Y	Y	?	Y
	Emails and campaigns	Y	Y	Y	Y	Y
	Import/export (participants, payment, etc.)	Y	N	Y	Export	?
Management of abstracts and papers	Submission of abstracts and papers	Y	Y	Y	Y (free)	Only in the "Unlimited Events" package, with "Premium" option
	Manage review process	Y	Y	Y	Y (free)	
	Automated e-mails & notifications	Y	Y	Y	Y	?
	Generate DOIs (Digital Object Identifiers)	?	?	?	?	?
	Generate Conference program (with list of papers)	Y	Y	Y	Y	?
	Book of Proceedings and/or Book of abstracts	Y (via export)	Y	Y	Y	?
	Import/export (authors, abstracts, papers...)	Y	Export	Y	Export	?
Video conferencing	Integrated feature (Yes/No)	Link to external software (Pro)	N	Y	Y	Y
	Conference parallel sessions	N	N	Y	Y	Y
	Screen sharing	N	N	Y	Y	Y
	Chat feature	N	N	Y	Y	Y
	Audio/Video Recording	N	N	Y	Y	Y
	Video editing	N	N	?	?	?
Website	Integrated feature (Yes/No)	Y	Y	N	Y	Y
Prices		No information on the website	€500 for upto 150 submissions	€1,500 for upto 150 submissions	Abstract Management: €600 per event (free in limited version) Standard conference: €1500 per event Professional conf.: €2250 per event	Prices on request / quotation

XI. Registration

Data Protection

In order to protect participants' personal information in line with data protection regulation, the IIR requires participants' consent to collect and process their personal information.

As such, during the registration process consent must be obtained from all individuals.

Hereafter is an example of a text that could be included in the registration process/form:

☐ *By checking this box, I agree that the IIR can collect and process my information.*

Participant's Details

In the framework of the conference, the IIR will have access to all of the contact details and personal information of participants, speakers and sponsors. All participants will be added to the IIR's mailing list, from which they can unsubscribe at any time by clicking on the link in the email.

This information can be stored by the conference organisers, for records or archives, but can in no way be used, sold or passed on to or by third parties for any commercial or non-commercial reason.

Image Rights

In order to respect the legal image rights and requirements of participants, it is imperative to obtain their consent for:

IMAGE RIGHTS CONSENT REQUIRED FOR:	WHEN TO OBTAIN CONSENT
• Audio-visual recordings of conference sessions	Registration
• Photography during the conference	

Hereafter is an example of a text that could be included in the registration process/form:

☐ *By checking this box, I understand that by registering and participating in this conference I may be photographed or recorded. I give consent for my image, in either photographs or video, to be reproduced by the IIR and the conference organisers for subsequent use on any type of media in line with IIR policy.*

The IIR recommends that different coloured lanyards are provided to participants who do not consent to being recorded or photographed, and they should be blurred out in all photographs if they were not invited to step out, as well as ensuring their anonymisation in any and all videos. We recommend including this in the contract with the professional hired to manage the recording.

Fees

Member Discount

Conference organisers should provide reduced registration rates to paying IIR members.

The difference between registration fees for IIR members and non-members should equal the amount of a one-year IIR membership from a paying member country.

This difference should be 212 euros (as of the year 2024).

Who is Eligible for the Discount?

This reduction is applicable to all paying IIR Private Members, who have a **"Standard private membership 35+" package, and any employees of an active IIR Corporate Member**.

In order to verify the individuals eligible to benefit from discounted registration fees, the conference organiser should send a detailed list of the registered participants to the IIR at key intervals in the run-up to the conference.

This reduction is **NOT applicable** to IIR Commission members, IIR Commission presidents or IIR country delegates.

Contact the IIR for an updated list of its members to be used solely within the framework of your conference.

Promote Reduced Registration Fees
for IIR members on the conference website!
Become an IIR member and benefit from discounted registration fees to this conference!
Find out more at https://join.iifiir.org/en/membership/

Additional Fee Categories

- **Students** should benefit from discounted registration fees.
- **Keynote speakers**. In general, keynote speakers usually benefit from complimentary registration.
- **Developing countries**. If desired, conference organisers can also propose a special tariff for individuals from developing countries.
- **Sponsors**. Discounted or complimentary registration can be offered to sponsors as part of a sponsorship package.

What Does Registration Include?

In general, the conference registration fees include access to the welcome reception, all technical sessions, the student networking event (for students only), technical tours, social events, coffee breaks, lunches, the gala dinner, all digital materials and the delegate bag (if one has been provided).

Organisers MUST provide all materials to all participants, if the organiser prefers to do this in a paperless format, then either a USB stick should be provided with materials on it, a QR code can be displayed at the registration desk for example, or an email should be sent to all participants during the conference. This is the responsibility of the organiser, not of the IIR.

Accompanying Persons

Conference participants should be able to purchase additional tickets for accompanying persons to attend the welcome reception, gala dinner and dedicated social events.

Typical Fee Schedule

The conference organiser may wish to offer three types of possible fees:

- **Early bird**: A good promotional tool which usually coincides with the call for papers to incentivise authors to register.
- **Standard**: The majority of participants will register at this fee.
- **Late/Onsite**: This fee should be offered in case of any latecomers.

Taxes
To avoid any surprises, when determining the registration fees for the conference remember to include any national taxes that might be applicable.

	Early Bird - Standard - Late/Onsite
Paying IIR members (with Standard private membership 35+ or Corporate membership)	100% - €212
Non-member (including IIR Commission members, IIR Commission presidents, IIR member country delegates)	100%
Developing countries	60%
Students	40%
Accompanying persons	20%

Visas and Letters of Invitation

A clear process on how to obtain a visa and to request letters of invitation should be determined.

Depending on your policy, letters of invitation can be made available to participants who have registered and paid for registration via the registration platform, if possible.

If there are any administration fees related to providing additional or hard copies of letters of invitation this should be specified.

Hereafter is an example of a **Letter of invitation**:

[Name]

[Address]

[Date]

[Conference Name]

[Conference Location]

[Conference Date]

Official Invitation Letter for [NAME] | Date of birth: [Date of Birth]

Place of birth: [Town, Country] | Passport number: [Number]

Dear [Name],

This is to confirm that you have been invited to present your paper [Title of Paper] at the aforementioned IIR conference taking place in [Month Year] on the topic of [Theme].

This international conference will attract delegates from all over the world to further scientific knowledge and education in this field of refrigeration.

Please note that your registration fees, living, travel, accommodation and any other costs will not be covered by the conference.

Registration fees for the conference start at [price] and full details can be found at [website link].

Should you require any further assistance with your visa application please do not hesitate to contact me.

We look forward to welcoming you at the conference.

Yours sincerely,

[Name]

[Job title]

[Company]

Member of the Organising Committee for the [Conference title]

DECLINED VISA APPLICATIONS

Information should be given on what happens to a participant's registration if their Visa application is declined, as well as the deadline before which a written request for a refund should be made, and if any administration fees will be charged.

Cancellation Policy

Conference organisers are strongly encouraged to display a cancellation policy either directly on the website or in the registration platform.

Hereafter is an example of a **Cancellation Policy**:

By booking to attend this conference all delegates agree to the following Terms and Conditions for the conference:

If a registered participant is unable to attend the IIR Conference for any reason, by arrangement with the conference organiser, someone else from the same institute/organisation may substitute them.

Where the registered participant is unable to attend and is not in a position to transfer his/her place to another person then the following refund arrangements apply:

- *Bookings cancelled on or before [date] will receive a full refund less a [amount] handling fee.*
- *Bookings cancelled between [date] and [date] will be refunded 50% of the registration fee paid.*
- *Bookings cancelled on or after [date] will not be eligible for a refund and 100% of the amount will be due.*

All cancellations relating to the conference must be sent in writing to [email].

- Download the various registration texts [download]

XII. Copyright

It should be noted that the IIR reserves the right to commercialise any and all content (abstracts, papers, PowerPoint presentations, posters, video recordings...) produced within the framework of the conference.

Nonetheless, the IIR must obtain consent from authors and speakers to do so.

Transfer of copyright or consent for the use of personal images to the IIR must be obtained from authors, speakers and in some cases, participants, for:

Upon submitting an abstract, authors should be made aware of what requests for copyright will be required if their abstract is accepted and their paper presented.

COPYRIGHT TRANSFER REQUIRED FOR:	WHEN TO OBTAIN CONSENT
• Papers	Submission of paper
• Accepted abstracts of presented papers	
• Posters	
• PowerPoint presentations	
IMAGE RIGHTS CONSENT REQUIRED FOR:	
• Audio-visual recordings of oral presentations	

The Copyright Transfer Policy MUST be signed by all authors upon submitting any final content for the conference (paper, presentation, poster...).

For all Authors
Remember that all authors MUST sign the Copyright Transfer Policy!

Copyright Transfer Policy

Here is the IIR Copyright Transfer Policy that all accepted authors must sign/accept:

As a condition of publication in the International Institute of Refrigeration (IIR) FRIDOC database, DOI indexation and potential indexation in Scopus and Web of Science, authors are requested to assign the copyright of their paper to the IIR in consideration of such publication.

Please confirm your agreement to this by approving the Copyright Transfer below.

All authors should approve the Copyright Transfer. For papers with multiple authors, one author should approve the Copyright Transfer on behalf of all the 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.

The Copyright Transfer takes effect at the date of the publication of the conference paper, whether published individually or as part of the conference proceedings.

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

- *assign the copyright of the paper to the International Institute of Refrigeration (IIR). The IIR shall, during the legal term of copyright, have the sole and exclusive right to produce, publish, disseminate electronically and own the paper, illustrations and figures included, as well as the associated PowerPoint presentation throughout the world.*
- *has/have the right to:*
    - *reprint, publish or copy the paper abstract,*
    - *borrow portions of the paper for use in other works,*
    - *make derivative works,*
    - *alter the paper, add to the paper, or update the content of the paper,*
    - *be identified as the author(s) of the paper,*
    - *include part(s) of the paper in a thesis or dissertation,*

on the condition that acknowledgement to the IIR is given, as shown hereafter, and quoted each time:

Copyright © [year] IIF/IIR

Published with the authorization of the International Institute of Refrigeration (IIR).

The conference proceedings of the [conference title] are available in the FRIDOC database on the IIR website at www.iifiir.org.

- *must obtain written consent from the IIR to print, publish, copy or make readily available in open access and/or downloadable in public domains or on websites the entire paper; The open access option is subjected to fees. The open access fees are 30 euros per paper for IIR members and 60 euros for non-members as of September 1, 2021. These fees are subject to update. Acknowledgement to the IIR must be given, as shown above.*
- *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 libellous 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 the paper's authors accept responsibility for the validity of its content.*

Signed _____

Print Name _____ *Date* _____

- Download the Copyright Transfer Policy [download]

XIII. Commercialism Policy

As an international intergovernmental institute, the IIR does not in any way support commercial actions.

The purpose of any presentation or paper at an IIR conference shall be to educate the audience on research or technological application.

It must be made clear that the IIR organises technical conferences and the conference is not a forum for personal or corporate advertising.

Below provides guidelines on how to prepare abstracts, papers, posters and presentation slides in line with commercialism policy that will be enforced at the IIR conference.

WHAT IS NOT ALLOWED!

- Use of commercial names and logos shall not be done in ways that imply IIR endorsement, approval or certification.
- Inference that the IIR approves or recommends any product, software or system for any reason is prohibited.
- Copies of any type of promotional material shall not be made available during the presentation.
- Promotion or endorsement of any particular company product is prohibited and shall be excluded.
- The advertisement or promotion of commercial entities or other external groups is strictly forbidden.
- Promotion of oneself, a self-owned business or product/system is not allowed.
- Any inclusion of commercial names or logos must not be of a promotional nature, imply IIR certification or support, and there must be no implication that the audience is required to use the commercial entity.

WHAT IS ALLOWED!

- Names of authors and presenters, affiliations, company names, supporting organisations, (and corporate logo on slide presentations).
- The research programmes, policy, legislation or name of organisations, software, government agencies and government-sponsored agencies may be referenced in order to maintain presentation clarity and relevance.
- 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 tests.

- The proprietary nature of technical information may be identified to make evident the limitations of its use.
- Commercial names and logos not related to the refrigeration industry shall be permitted in presentations and papers providing recognition is pertinent to a better understanding of the refrigeration technology.

- Download the Commercialism Policy [download]

XIV. Guidelines for using Artificial Intelligence (AI)

Ethics of Scientific writing and use of AI-Generated Content

In line with the IIR's commitment to scientific integrity, all contributors to IIR Conferences are expected to uphold high ethical standards in the preparation of content. This includes ensuring originality, proper attribution of sources, and transparency in the development process. The use of AI tools – such as those for drafting, editing, or translating – must be explicitly disclosed. While AI can support clarity and consistency, it must not replace expert judgment or introduce unverified information. Authors remain fully responsible for the accuracy, validity, and originality of all submitted content. AI-generated material should be carefully reviewed and edited to ensure it meets the scientific rigour and practical relevance expected in IIR conference proceedings. Practices such as plagiarism, data fabrication, and misrepresentation of sources are strictly prohibited. All contributors must ensure that their work reflects a genuine intellectual contribution and adheres to international standards for ethical scientific communication.

- Download the Guidelines for using Artificial Intelligence [download]

XV. Review Process

The success of a conference depends to a great extent on the appeal generated by the quality of its papers.

It is recognised 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.

Preparation

A thorough peer review process will ensure the suitability, quality and originality of your technical programme.

Here are few tips on how best to get organised:

1. **Define key dates** and create your submission process. If you need multiple rounds of review, include extra time for this.
2. **Build your panel of reviewers**. Invite a sufficient number of reviewers with a large scope of expertise as some may withdraw.

3. **Marking scheme**. Make sure that the marking scheme and what's required of the reviewers is clear.
4. **Match expertise** to reviewers well in advance of the submission deadline in order to identify any gaps in expertise or language (useful where authors can submit content in the local language (in addition to English)).
5. **Extra time**. Factor in any additional time needed for late arrivals, both on the submission and review-side.
6. **Confirmation review**. In order to ensure quality papers, conference organisers may wish to review papers a second time if the paper required modification.
7. **Blind reviews** may be preferred in order to avoid any potential conflict of interest.

Management Software
Using abstract and paper management software will facilitate many crucial stages of the conference organisation

Timeline

Ensuring that the call, collection and review of abstracts runs smoothly is an essential part of any IIR scientific conference. Here's what's usually involved:

12 months before	**Launch the call for abstracts** The official call for abstracts is launched.
9 months before	**Abstracts due & reviews begin** Authors submit an abstract of no more than 150 words summarising the paper that they wish to present. Each abstract is reviewed by one expert.
8 months before	**Notify authors & call for papers. Open pre-registration** Authors receive notification of whether their abstract has been accepted (including paper template and guidelines) or rejected.
6 months before	**Full papers due & reviews begin** The papers are distributed to the corresponding reviewers. Each paper must be reviewed by at least one expert with the corresponding field of expertise.
5 months before	**Initial review period ends & authors notified** Experts are given approximately 4-6 weeks to complete initial reviews. Authors receive notification of whether their paper has been accepted, accepted with minor modifications, accepted with significant modifications and on condition of a follow-up review, or rejected.
4 months before	**Finalise outstanding reviews & close pre-registration** Any follow-up reviews and correspondence with authors are completed and finalised. Any outstanding notifications to authors are sent.

3 months before	**Final papers due** Papers are checked one last time to ensure that they comply with the guidelines and potential amendments requested and sent to the IIR.

Method

Selection of abstracts and review of papers should be done by the Scientific or Program Committee.

Organisers 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 notify the Scientific Committee of any high-quality papers that could be published in 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 also be accepted.

After an initial selection based on the abstracts, the organisers, in coordination with the scientific committee, must apply basic principles to the selection and approval of papers to be short-listed for the conference.

Whether using a scoring system (i.e. marks out of 10) or confirming if the paper fulfils the condition (i.e. yes or no), **review criteria could include:**

1. Does the proposed paper correspond to any of the conference themes?
2. Is the standard and quality of the proposed paper high enough?
3. Is the proposed paper original and never been published before? Has it already been presented?
4. Does the paper present novel or innovative work?
5. Is the paper clearly presented and comprehensible (linguistically…)?
6. What is the relevance and impact of the research contributions of the paper?
7. Is the design and execution of the evaluation of the work to a high enough standard?
8. Does the paper provide sufficient grounding in other the literature works?
9. Is the paper conform with the format outlined by the IIR (paper template, full DOI…)?

XVI. Abstracts

Call For Abstracts

The call for abstracts is a key factor of the success of the conference. The more visibility it receives, the more likely it is to attract potential authors, presenters and participants.

Although the call for abstracts will be communicated by the IIR, the call should be promoted primarily by the conference organisers. Promotion can include the conference website, press releases to dedicated magazines and journals and social media.

Ideally, the call for abstracts should be launched roughly **12 months before** the conference.

BOOST THE CALL

Here are a few tips to help promote the call for abstracts:

- **Conference directories** like PaperCrowd are a great way to get your conference in front of more people and conferences can be listed for free.
- **Complementary conferences.** If a conference with complementary topics exists enquire if conference flyers could be exchanged and how both events could benefit from mutual promotion.
- **University departments or organisations.** Call up colleagues and ask them to help spread the word.
- **Media releases in research publications** are useful. Make sure the announcement is clear, concise and why not include a quote from the chair.
- **Listservs.** Some academics and researchers use moderated mailing lists (Listservs). Identify if there are any that would be relevant to the conference.
- **Social media** can be a good way to reach interested researchers.

Template & Format

Depending on how conference organisers wish to organise this stage of the process, authors can either directly submit an abstract via the management platform, i.e. fields to complete, or submit an abstract using the Word template provided.

- Download the IIR Conference Abstract template [download]

THINGS TO REMEMBER

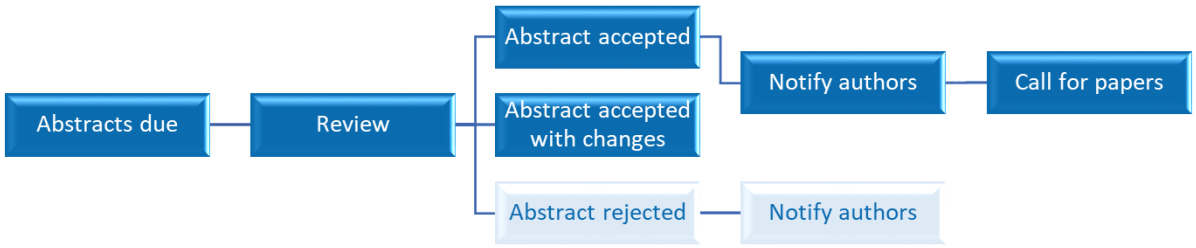
- **Digital or via the Word template.** Abstracts can be submitted via the digital platform or using the Word file template.
- **Language**. Abstracts can be submitted in English or the local language. If an abstract is submitted in the local language, an English translation MUST also be provided, which falls under the responsibility of the author.

- **Unpublished work**. The future paper should present work that has not been previously published elsewhere and is not currently being considered for another publication.
- **Abstract ID number.** Each abstract should have a unique ID number (to be used later for the conference paper ID and DOI numbers).
- **150 words** is the limit (per language where relevant).
- **Copyright.** All authors will be requested to assign the copyright of their paper to the IIR for it to be accepted.
- **Up to 6 keywords** should be specified. Download the list of keywords to be uploaded to the submission platform [download].
- **Unlimited number of submissions.** An author can submit as many quality abstracts as they wish**.**
- **Review.** Each abstract should be reviewed once.

Submission Process

A well-defined submission process is crucial to the success of the conference.

Here's what's usually involved



XVII. Papers

Call for Papers

As soon as the abstracts have been reviewed and the authors, of both accepted and rejected abstracts, notified, the call for papers can be launched.

Naturally, the call for papers is sent out to authors of accepted abstracts only and should provide clear guidelines as to what is expected and when.

Ideally, the call for papers should be launched roughly 8 months before the conference

Template & Guidelines

Authors must use the IIR Conference Paper template for their paper.

Detailed instructions on how to use the template are provided.

- Download the IIR Guidelines for Authors [download]
- Download the IIR Conference Paper template [download]. Make sure your conference **DOI has been added and the footer has been updated**.

These guidelines should be sent to authors as soon as their abstract has been accepted.

Digital Object Identifier (DOI)
The Digital Object Identifier (DOI) is a serial code used to identify electronic documents; each conference paper should have a unique DOI number.
Contact the IIR to receive the DOI reference number for your conference.

DOI

A DOI (Digital Object Identifier) is a serial code used to localize the paper in web-searches. A DOI is a string of numbers, letters and symbols divided into parts: a prefix and a suffix separated by a "/".

The DOI will facilitate the potential indexation of the conference proceedings in international databases such as SCOPUS and Web of Science.

The IIR registers conference paper DOIs on DOI.org via the Datacite API on FRIDOC. This is why we request that conference organisers provide papers as early as possible. In case of issues with a registered DOI, please contact info@iifiir.org

Each accepted conference paper must have a full unique DOI.

For the IIR, the DOI *prefix* is 10.18462 and the *suffix* is the IIR initials, conference acronym, year of the conference, and paper ID (the four last digits) as follows:

10.18462/iir. acronym.Year.PaperID

IIR conference acronyms are as follows:

- ➔ International Congress of Refrigeration: "**icr**"
- ➔ IIR Gustav Lorentzen Conference on Natural Refrigerants: "**gl**"
- ➔ IIR International Conference on Sustainability and the Cold Chain: "**iccc**"

- ➔ IIR Conference on Solid-State Cooling, Heating and Energy Harvesting: **"thermag"**
- ➔ IIR Conference on Cryogenics : **"cryo"**
- ➔ IIR conference on Thermophysical Properties and Transfer Processes of Refrigerants Conference: **"tptpr"**
- ➔ IIR conference on Phase-change Materials & Slurries for Refrigeration & Air Conditioning: **"pcm"**
- ➔ IIR International Conference on Compressors and Coolants: **"compr"**
- ➔ IIR International Conference on Refrigeration Adapting to Rising Temperatures: **"adapt"**
- ➔ IIR Conference on Heat Pumps and Air Conditioning: **"hpac"**

Example: semi-complete DOI for the IIR Thermag conference 2026:

10.18462/iir.thermag.2026.xxxx

HOW TO COMPLETE THE DOI

With the DOI already included on the paper template, **authors must complete their DOI by adding their paper ID**.

To do this, a unique **four-digit ID** should be provided for each paper, even if the author has submitted more than one paper.

Once provided, each author should replace the "xxxx" at the end of the DOI in the paper template with the four-digit paper ID.

Example: For the IIR Thermag conference 2026, the paper ID generated by the management system is **45.**

The final version of the DOI should be completed with the four-digit ID (0045) and will finally appear as:

10.18462/iir.thermag.2026.0045

THINGS TO REMEMBER

- **Template**. All authors MUST use and comply with the conference paper template and guidelines. Reviewers should also scrutinise formatting and ensure that the paper is conform to IIR requirements. The use of the template is essential to ensure the conformity of the papers throughout the conference proceedings.
- **Unpublished work.** The paper should present work that has not been previously published elsewhere and is not currently being considered for another publication.
- **Language**. Papers can be submitted in English or the local language. If a paper is submitted in the local language, **an English translation of the paper MUST also be submitted.**
- **Paper ID number.** Each paper should have a unique ID number. Please do not duplicate paper ID numbers.
- **DOI (Digital object identifier).** Each paper should have a unique and complete DOI number. This will facilitate the production of the conference proceedings and the potential indexation of

IIR conference papers in international databases such as SCOPUS and Web of Science. **Download the DOI guidelines for organisers** [download]

- **4,000 words** is the limit per **conference paper** (references excluded) and a maximum number of 12 pages; **5,500 words** for **keynote papers** (references excluded) and a maximum of 15 pages.
- **Copyright.** All authors are requested to assign the copyright of their paper to the IIR for it to be accepted.
- **Unlimited number of submissions**. An author can submit, alone or in collaboration with co-authors, one or several original papers within the scope of the scientific and technical program themes.
- **Authors or co-authors** must personally present their papers at the conference otherwise their paper will be removed from the book of proceedings. An author should present no more than 4 papers at a conference (but this can be flexible depending on the circumstances – cancellations, illness...).
- **Up to 6 keywords** should be specified. Download the list of keywords to be uploaded to the submission platform [download].
- **Review.** Ideally each paper should be reviewed at least twice.

Open Access

Remember, 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.

This applies to the open access of the paper on the site of the author's university (or company) and on the IIR's website (FRIDOC database).

As of September 1, 2021, the fees for Open Access are 30 euros per paper for IIR members and 60 euros for non-members. These fees are subject to updates.

Recommended Papers for The International Journal of Refrigeration

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

The president or chair of the 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 Scientific Committee to outline the submission procedure of the selected papers.

The president or chair of the Scientific Committee will then liaise with the authors to complete the procedure and submit their papers.

- The recommended 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.

Authors Can Submit to the IJR Directly
Authors of conference papers can submit their papers to the IJR at any time at https://ees.elsevier.com/jijr/.
Additional information on how to submit a paper to the IJR can be found on the IJR website at www.journals.elsevier.com/international-journal-of-refrigeration.

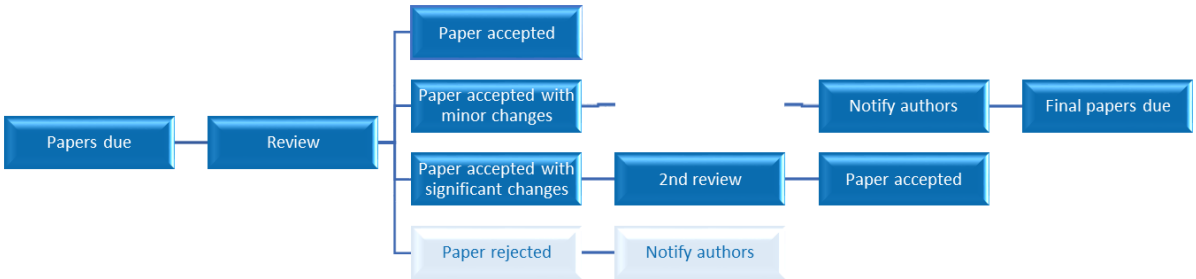
Submission and Review Process

A well-defined submission process is crucial to the success of the conference. Ideally, **each paper should be reviewed at least twice**.

Here, authors should be able to precise whether they would prefer to present their paper orally or as a poster.

Also, it is very important **that reviewers ensure that the paper template has been applied** and styles have been properly used in accordance with IIR requirements. The text formatting of the final submitted version of the papers should take part of the review process and acceptability criteria.

Here's what's usually involved:



XVIII. Book of Proceedings

In order to increase the visibility of the IIR conference papers and of the participating authors in the competitive academic world, the book of proceedings will facilitate the potential indexation of IIR conference papers in international databases such as SCOPUS and Web of Science, developed by Elsevier and Thomson Reuters, respectively.

Conference organisers MUST provide the IIR with the final conference book of proceedings in the required format and each conference paper in PDF format +posters (if posters where presented) no later than four (4) weeks after the conference has ended.

Send it to the IIR head office at info@iifiir.org

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

The conference book of proceedings will be published as part of IIR conferences series, and as such, it is essential to maintain the high-level quality of this series.

Once the IIR has received the book of proceedings in the correct format, the IIR will be responsible to follow-up the indexation process with Elsevier and Thomson Reuters.

PREPARATION TIPS

1. **If possible, send it in advance**. To speed up the indexation process, conference organisers are encouraged to send the conference papers as soon as feasible and before the beginning of the conference.
2. **Remove non-presented papers.** The book of proceedings sent to the IIR head office should list only the papers that were presented during the conference.
3. **Four (4) weeks post-conference**. The book of proceedings for indexation should be prepared and submitted electronically to the IIR Head Office in PDF format no later than four (4) weeks after the conference.
4. **How to send it**. Send the book of proceedings electronically to the IIR head office to info@iifiir.org (example, via WeTransfer). Please also send an email to the IIR with a list of the papers that were not presented during the conference and to inform them that you have sent them the book of proceedings.

Failure to provide the IIR with the conference book of proceedings in the correct format as required, will result in the conference proceedings not being potentially

referenced in international databases SCOPUS or Web of Science!

Should you require assistance to produce the conference book of proceedings please do not hesitate to ask the IIR by contacting info@iifiir.org !

Required Format

The IIR conference book of proceedings should be provided in **one PDF file**, with the following elements as required by SCOPUS and Web of Science:

1. First Page

- 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
- ISSN



2. Second Page

- Conference title
- Conference URL (if applicable)
- Conference start and end dates and location
- Conference venue, address, city and country
- Conference editor (conference organiser name, city, country and e-mail)
- Conference Publisher: International Institute of Refrigeration (logo and address)



3. Third Page

- Conference sponsor logos

4. Fourth Page

- Scientific committee members

5. Fifth Page: Table of Contents

- The table of contents should include the article number, title, authors and the page number of the first page for each paper.
- Keynote papers should have a complete DOI and should be placed before the conference paper in the table of contents and in the book of proceedings.
- There should be a complete table of contents for each volume, where necessary. See example hereafter:


Contents

PUBLISHED BY
CONFERENCE PARTNERS
CONTENT
COMMITTEES
COPYRIGHT AND DISCLAIMER

0012 10
SUSTAINABLE COOLING AI EMISSION REDUCTION FACTOR
Torben Funder-Kristensen, Claire Josefine Feldmann

0045 19
ANALYSIS OF COLD CHAIN CARBON FOOTPRINT OF FRUITS AND VEGETABLES IN CHINA
Xi Xuetao, Liu Bin, Chen Aiguang, Tang Wenzhe

0052 28
DESIGN AND EFFECT ANALYSIS OF NEW VENTILATED STORAGE
Jinghang YANG, Tingyan ZHU

0055 39
MAPPING OF COLD CHAINS IN NEPAL
Pramish Raj Dhakal, Krishna N. Phuyal, Aman Shakya

0056 44
A STUDY OF IMPROVING ENERGY EFFICIENCY OF SMALL SUPERMARKETS BY MODELLING INTERACTIONS BETWEEN BUILDING, HVAC, REFRIGERATION AND DISPLAY PRODUCT
Zoi Aikaterini, Valeria Eicholtzer, Gerwin A. Tuinstra

0065 53
APPLICATION OF VARIETY CONTROL TO A TRANSCRITICAL R744 EJECTOR CYCLE
Jingwei Zhu, Yaphet Elbel

0066 61
BENCHMARKING OF SUPERMARKET ENERGY CONSUMPTION
A Evans, J Evans and G Maidment

0067 69

6. Between the Table of Contents and the Papers

The IIR Copyright and Disclaimer [download] should be included after the table of contents. Additional pages can be added such as special dedications, awards, keynote speakers or forewords.

7. Keynote Papers

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

8. Conference Papers

All full final papers should be included and follow back-to-back with a complete DOI number above the article title.

The page numbering should correspond to the page number given in the Table of Contents.


DOI: 10.18462/iir.icr.2010.0013

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.j.cleland@massey.ac.nz
[2] Black Diamond Technologies Ltd, 1 Parliament Street, PO Box 30772, Lower Hutt, New Zealand, enquiries@bdt.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

Any question?
Don't hesitate to get in contact with the IIR head office at info@iifiir.org

XIX. PowerPoint Presentations

All authors selected to present their paper orally in a technical session must use the template provided and should submit their PowerPoint presentation in advance of the conference; the deadline conference organises wish to set is up to them.

Presentations received in advance make it possible to check, amongst other things, that they are not of a commercial nature.

Not only does the template allow to ensure a strong and standardised look throughout the conference, but it also helps provide authors with a framework within which to work.

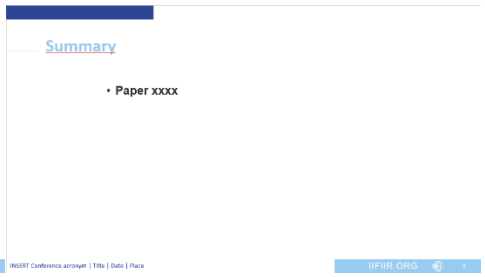
Guidelines for Presenters

Hereafter are a few tips that can help:

- **Software**. Use PowerPoint software
- **Template**. Use the PowerPoint presentation template provided
- **Font styles** to be used are:
  - Slide titles: font Arial, 36
  - Level 1: font Arial, size 24
  - Level 2: font Arial, size 20
  - Level 3: font Arial, size 20
  - Level 4: font Arial, size 18
  - Level 5: font Arial, size 18
- **Format**. Always use landscape format for the presentation. Do not use portrait format
- **Adjust**. The layout of the slides can be adapted as necessary (text and images boxes can be moved or reformatted)
- **Readability**. Opt for light backgrounds and dark letters; it's readable to read and easy on the eyes. Dark backgrounds can be used to highlight key content
- **Images**. Good quality images and graphics should be used
- **The rule of 15**. As the presentation is limited to 15 minutes (plus 5 minutes questions), the presentation should be roughly 15 slides
- **Non-commercial**. Like the conference paper, presentations should not be commercial in nature
- **Copyright**. Similar to paper presentations, authors will be required to sign over the copyright of their presentations to the IIR to be indexed in the FRIDOC database







- Download the IIR Conference PowerPoint presentation template [download]. Make sure the **conference logo has been added and the footer has been updated.**
- Download an example of the guidelines for technical session presentations [download]

XX. Posters

Although traditionally presented as a printed poster, more and more “poster sessions” are being presented via digital interactive displays.

Organising Poster Sessions

Depending on the number of posters expected and the configuration of the conference venue, the organisation of the poster sessions will vary. For example:

1. **Theme-based poster sessions** may be held. For instance, at the end of a theme-base oral paper session, one or more posters on the same theme may be presented. This is particularly useful if the conference is organised by tracks or themed-days.
2. **Dedicated poster sessions**. Specific time slots during the conference programme can be dedicated to poster presentations on a variety of themes.
3. **Dedicated poster area(s)**. Posters can be displayed in one specific area, or in several; near refreshments or coffee break areas, in between sponsors, along corridors to sessions…
4. **Time to present**. Each author can be allocated a specific time interval (e.g. 2 or 3 minutes) to present his/her poster or conference participants can chose to interact directly with the author during the session.

MAXIMISE VISIBILITY

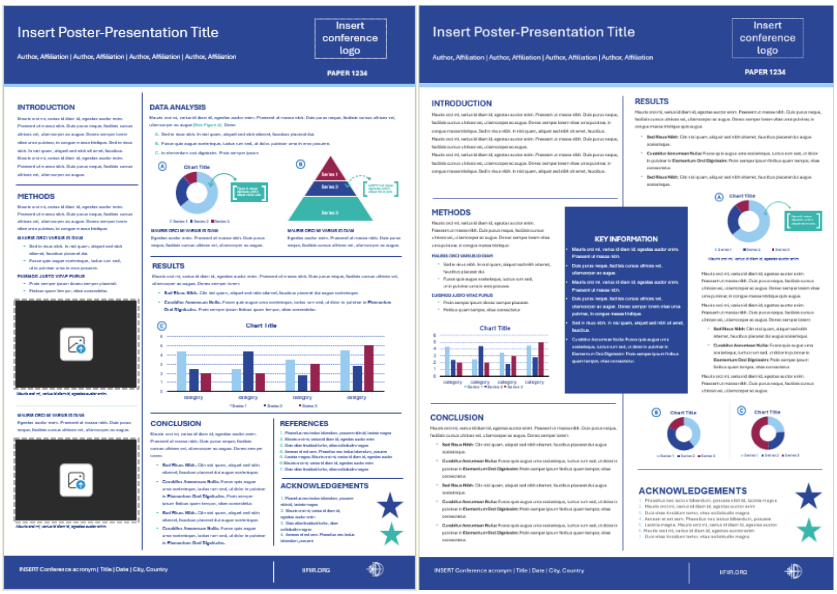
In order to maximise interaction with the authors, posters should be displayed throughout the entire duration of the conference and in areas with a high through flow of conference participants (near refreshments…).

Guidelines

Digital Posters

Using the template provided, posters should easily adapt to any digital display provided the image and graphics inserted are of good quality.

They can be rotated back-to-back with enough time to study each poster in detail, or if interactive displays are possible, participants can flick through the posters as desired.



Printed Posters

If this is the choice for your conference, make sure to organise the collection and printing process of the posters; who does what and for when. Provide easy to use display boards if authors will be asked to manage the exhibition of their posters themselves.

For print, the ideal **Size of posters is Format A0**

- height: 118.9 cm
- width: 84.1 cm

TEMPLATE

Whether the conference you are organising will be able to make use of digital displays for its poster sessions or not, a template for posters should be provided to authors.

Detailed guidelines on how to use the template are provided directly in the template.

- Download the Poster template [download]. Make sure the **conference logo has been added and the footer has been updated.**

XXI. Providing Documentation to Participants

Memory sticks can be provided to each conference participant, and a copy should be sent to the IIR head office.

It can take several months to prepare memory sticks, so planning their preparation is key.

The cost to prepare the memory sticks should be covered by the congress budget; this can be done via sponsorship if desired.

Instead of memory sticks, access to content for participants can be provided in an online format such as via email or QR codes.

What to Include

The conference memory sticks should contain the following information:

Mandatory	Optional
• Conference programme • Scientific and technical programme • Opening session and plenary sessions documents	• IIR Commission and working groups meetings • Technical tours • Book of abstracts • IIR corporate advert

- Final papers (separate) presented at the scientific and technical sessions
- Posters (if poster are presented)
- IIR copyright disclaimer (see hereafter)
- And others important documents

COPYRIGHT DISCLAIMER

Copyright Disclaimer

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- Download the Copyright Disclaimer [download]

Design

Where possible, the design of the memory sticks should be as follows:

- Conference logo/icon
- Conference acronym and year
- IIR logo

XXII. Budget

Even though the goal of a research conference usually isn't to make a profit, managing your finances is still vital. Creating a draft budget will help to ensure that expenses and revenues stay on track.

Hereafter shows a typical conference budget framework. This framework is designed to enable the conference organisers to:

1. prepare an estimated budget. The estimated budget will need to be updated regularly leading up to the conference.
2. calculate the breakeven point.

INCOME	
Registration fees	
Sponsorship	
Funding	
TOTAL	

EXPENDITURE - FIXED			
Admin costs		**Software publication costs**	
Supplies		Website design	
Stationery		Website hosting	
Couriers and postage		Website domain name	
Bank account set-up and charges		Conference management software	
Pre-conference venue visits		Book of proceedings	
Professional organiser's fixed fee		Mobile conference app	
Speaker travel and accommodation			

Speaker gifts			
TOTAL		TOTAL	
Audio-visual costs		**Marketing costs**	
Projectors and screens		Programme	
Microphones		Flyers	
Lighting		Advertising	
Wi-Fi		Signage	
Laptops		Banners / Posters	
Audio-visual technicians		Photographer	
Poster boards			
TOTAL		TOTAL	
Social event costs		**Venue costs**	
Room hire		Venue hire	
Entertainment		Furniture rental	
Transport		Staffing	
Audio-visual			
TOTAL		TOTAL	
Miscellaneous costs			
Transport			
Contingency			
TOTAL			

EXPENDITURE - VARIABLE	
Welcome reception	
Coffee breaks	
Lunches	
Delegate bags	
Name badges	
Lanyards	
Professional event organiser's per-delegate fee	
Registration system fee on registration payments	
Social event catering	
Book of proceedings	
TOTAL	

BUDGETING FOR CONTINGENCY

No matter how well you plan, there will be unforeseen circumstances.
Include around 15% of your total costs to cover the unexpected (staff overtime, currency

fluctuations...)

Download the Budget framework [download]

XXIII. Post-Conference

Press Release

Once the conference organiser has had a moment to take stock of the conference outcomes, a short press release should be prepared and published in magazines, newsletters, journals and on websites.

The press release should publicise the main technical and scientific outcomes and features (participants, papers, trends, technical tours, short courses...) of the conference.

Budget

The initial conference budget may not be too far off from the final result, or there may be a pleasant surprise. Naturally, this will need to be updated once all of the expenses and receipts have been accounted for.

Please **send the IIR an overview of the final conference financial outcome** for its records.

Book of Proceedings

Once the conference has taken place, the organiser must send the conference book of proceedings to the IIR which contains only the papers that were presented during the conference.

So an author that initially submitted an abstract and a paper but did not attend the conference to present it should have their paper removed from the book of proceedings.

FOR SCOPUS AND WEB OF SCIENCE
Remember, the book of proceedings will be sent to international databases, such as SCOPUS and Web of Science, to be potentially indexed so it is of the utmost importance that the IIR receives it.

The book of proceedings for indexation shall be prepared and submitted electronically to the IIR Head Office in PDF format **no later than four (4) weeks after the conference**.

The **IIR must also receive all individual conference papers, PowerPoint presentations and posters in separate files** so that they can be indexed in the IIR FRIDOC database.

Report

The organisers are responsible to ensure that the post-conference report is completed and **returned to the IIR head office within four (4) weeks after the conference** to Communication@iifiir.org

IIR Conference Report

Conference title:		
Venue & location:		
Date:		
IIR officials present:		
IIR Commission(s) involved:		A1, A2, B1, B2, C1, C2, D1, D2, E1, E2
Organiser: (contact details)		
Main technical and scientific outcomes:		
Financial outcome:		**Expenses**: **Receipts**:
Commission meetings organised: (chairs, number of attendees)		
Working group meetings organised: (chairs, number of attendees)		
Number of abstracts received:		
Number of abstracts accepted:		
Number of abstracts rejected		
Number of papers presented:		
Number of papers rejected:		
Book of proceedings:		☐ Sent to the IIR at info@iifiir.org
Papers and posters in separate files		☐ Sent to the IIR at info@iifiir.org

Number of posters:		
Number of keynotes:		
Keynote speakers: (presentations)		
Number of workshops:		
Workshop names:		
Number of sponsors & exhibitors:		
Sponsors & exhibitors contact details:		☐ Sent to the IIR at communication@iifiir.org *Title, Last name, First name, Job title, Company ,Country,Telephone, Email*
Number of participants:		
Number of students present:		
Number of women present:		
Participants contact details:		☐ Sent to the IIR at communication@iifiir.org *Title, Last name, First name, Job title, Company, Country, Telephone, Email*
Number of IIR member participants:		
Student award: (winners, paper title)		
Recommended articles for the IJR: (6 maximum)		For full submission procedure, please contact IJR Chief Editor, Felix Ziegler (felix.ziegler@tu-berlin.de)
Number of countries represented:		

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

- Download the post-Conference Report [download]

XXIV. Downloads

Here is list of the content and templates that might be useful to download:

- All downloads [view]
- **IIR Logo** in several formats [download]
- **Conference Flyer Template** [download] (PPT) / [download] (InDesign)
- **Technical Sessions**: Example of the guidelines for technical session presentations [download]
- **Registration Texts** [download]
- **Copyright Transfer Policy** [download]
- **Commercialism Policy** [download]
- **Abstracts**: Conference Abstract template [download]
- **Keywords**: The list of keywords [download]
- **Papers**: IIR Conference Paper template [download]
- **Guidelines for Authors** [download]
- **DOI**: Guidelines for Organisers [download]
- **PowerPoint** IIR Conference PowerPoint presentation template [download] (PPT)
- **Poster**: IIR Conference Poster template [download]
- **Copyright Disclaimer** [download]
- **Budget** framework [download]
- **Report**: Post-Conference Report [download]
- **Guidelines for using Artificial Intelligence (AI)** [download]