

1. PRELIMINARY REMARKS

Aim of the Guidelines

The main aim of the present guidelines is to publish high quality proceedings for AiCARR's conferences and, at the same time, ensure an efficient execution of all processes linked to conferences. A harmonized approach to presentations, the homogeneous typographic appearance, clarity in figures and tables are all relevant aspects that create the conditions for turning the congress and its proceedings into the reference point of excellence for the topic addressed by its program.

Materials to be submitted

Authors are required to submit the material related to their paper within the time limit **established by the** Congress Secretariat. Authors must upload their abstract or paper to AiCARRs website www.aicarr.org section Convegni > Area Relatori/Author paper, which should include:

1. the manuscript of the paper: **in .doc version**
2. the "Power Point" version of the presentation
3. any other document the Scientific Committee of the Congress may require

Corresponding Author

For multi-authored papers, it is necessary to indicate the name of the corresponding author. The corresponding author will keep up all correspondence with the Congress Secretariat and he will undertake to keep co-authors of the paper informed of any progress related to submitted papers.

AiCARRs website www.aicarr.org section Convegni > Area Relatori

Only papers that have not been previously published in other journals or for other congresses will be accepted. Authors and co-authors are invited not to disseminate the manuscript or the information it contains before the publication.

Authors are invited not to include any commercial reference or promotional materials in their paper. Promotional materials are defined as visual, verbal or written reference to trademarks, logos, sponsorships, consultancy businesses, manufacturing or sales companies, enterprises or plants or any other indication with a commercial nature. Pictures of the products are permitted only if the name and brand of the manufacturer, logos, or possible slogans are not visible. Manuscripts that describe research carried out on a product of a specific manufacturer may include name and model only if this is helpful to better understand and more easily read the paper.

Specific reference to public bodies, associations and regulatory bodies operating in the HVAC&R sector is permitted. Patents must be mentioned to make clear that inhibition on

their use is in force. Donations, other fundings or kinds of specific support can be mentioned in the “Acknowledgement” section.

Any author who believes that compliance with the present rules results in a worsened clarity or completeness of his paper is invited to contact the Congress Secretariat and address the specific issue.

Review of submissions

Submitted papers will undergo a review process to ensure that the material to be presented at the congress has a high quality and a relevant content.

Approval of an abstract does not entail unconditioned approval of the paper. The Scientific Committee or the referees reserve the right not to accept the paper or to return it to the author for revision. In this latter case, authors must introduce the revisions and corrections required by the reviewers and submit the paper again, in accordance with the procedures, within the date that will be communicated by the Congress Secretariat.

2. PREPARATION OF THE MANUSCRIPTS

The papers must be drafted following the instructions reported in the PAPER TEMPLATE the authors have to comply with.

Language

The papers must be written in Italian or in English. The title of the paper and the summary must be indicated in both Italian and English. The terminology that should be used must be as much as possible in line with common conventions. If a new expression is introduced, the explanation of its meaning should be added.

Length of the paper

The free papers should not be longer than fifteen pages (25 for invited papers), including graphs, drawings, images, tables, simbologies and references.

3. SENDING OF THE PAPERS

Authors must upload their paper to AiCARRs website: www.aicarr.org section Convegni > Area Relatori/Author paper

4. ORAL PRESENTATIONS AT THE CONGRESS

Oral presentations and presentations at poster sessions

Papers that have been approved and included in the final program will be presented either orally or through a poster, in the event that the Scientific Committee of the Congress has decided for this possibility. The poster sessions will be devoted in particular to the papers that present tables with data or particular aspects in buildings that are better suited to a static visual inspection rather than through slides rapidly being presented in sequence. Papers that are presented in the poster session will be introduced by the chairman of the

congress, who will illustrate their main features. It is up to the Scientific Committee to decide how to divide the papers between the oral session and the poster session.

Oral presentation

For the oral presentation of the paper, the “ppt model” template provided for the congress should be used. The number of slides to be presented depends on the minutes of talking time that are allotted to the speaker by the Scientific Committee.

The presentation should not have any advertising contents.

Each author will be informed how much talking time is allotted to him for the oral presentation, including some minutes for questions.

It is suggested to allow for 1 minute for every slide.

Presentation in poster session

The Poster Session offers the opportunity of a direct dialogue between authors and participants in the Congress. Authors, therefore, (or the co-author) should be present and ready to reply to questions from the audience.

The speakers of the Poster Session can download the “MODELLO POSTER” template directly from the website www.aicarr.org section Convegni > Area Relatori/Author paper >Regole Congressuali/Rules with all the details (size, paper weight, content) to be used for the draft and print of their poster.

A brief overview of the poster will be given by the moderator, supported by the author who will, at least three days before the congress, send three slides (cover + 2 slides) in ppt format to the Congress Secretariat.

INFORMATION

If you have any enquiries related to your paper submission please contact AiCARR tel. +39 02 67479270 or send a message to info@aicarr.org

PAPER EDITING AND SUBMISSION GUIDELINES FOR PRESENTATIONS AT AiCARR's CONGRESSES - MAY 2012