



Introduction

This guide is intended to walk you through the full process of submitting and developing a session for the IIAR Conference Education Program, from your initial proposal through final presentation delivery.

If you are planning to submit a...

- Technical Paper**
- White Paper**
- Workshop**
- Panel Discussion**

... this document explains what is expected at each stage, how your submission will be evaluated, and what you will need to deliver if your proposal is accepted.

Before submitting, it is important to understand that each submission type has different expectations in terms of technical depth, format, and level of audience engagement.

“ Choosing the correct Submission Type is one of the most important steps in the process. ”



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Submit Your Proposal



CHOOSING THE RIGHT SUBMISSION TYPE



Technical Papers

Technical Papers are the most rigorous submission type and are expected to contribute **new knowledge** to the natural refrigeration industry. These are **peer-reviewed, research-driven documents** that present original findings, methodologies, new technologies, or in-depth case studies.

These are appropriate if you are presenting:

- Original research or new data
- Detailed system analysis or modeling
- Comprehensive case studies supported by data and methodology

Technical Papers require:

- A full written paper submission
- Participation in a formal double-blind peer review process
- Revision of the paper based on peer reviewer feedback
- A conference presentation based on the paper
- Final content suitable for publication by IIAR



A **Technical Paper** provides in-depth investigative analysis and data modeling of relevant topics in the Natural Refrigeration Industry.



CHOOSING THE RIGHT SUBMISSION TYPE



Continued

White Papers

White Papers are peer-reviewed, industry-focused submissions that emphasize practical application, best practices, and real-world insights. These are **authoritative guides based on existing and researched data or information**. White Papers provide strong technical value and meaningful contributions to the industry. These are appropriate if you are presenting:

- Industry advancements and practical insights
- Lessons learned from implementation or experience
- Emerging trends supported by applied knowledge

White Papers require:

- A full written paper submission
- Participation in a formal double-blind peer review process
- Revision of the paper based on reviewer feedback
- A conference presentation based on the paper
- Final content suitable for publication by IIAR



White Papers should focus on sharing researched information on topics applicable and useful to the Natural Refrigeration Industry, while maintaining technical credibility and meeting the same peer review and publication standards as Technical Papers.



CHOOSING THE RIGHT SUBMISSION TYPE

Continued



Workshops

Workshops are interactive, application-focused sessions designed to provide hands-on learning and practical skill development. These sessions emphasize learning through participation rather than passive listening. Workshops are appropriate if you are aiming to:

- Teach a specific skill or process
- Guide participants through a real-world application
- Demonstrate tools, methods, or workflows in practice

Workshops require:

- Clearly defined learning objectives
- Structured activities, demonstrations, or exercises
- Intentional opportunities for audience participation
- Well-developed presentation materials
- A clear facilitation plan outlining how the session will be delivered



Unlike Technical and White Papers, **Workshops** do not require a written paper submission or peer review process. However, they are still expected to meet the same standards of quality, clarity, and relevance.



CHOOSING THE RIGHT SUBMISSION TYPE

Continued



Panel Discussions

Panel Discussions are structured, moderated conversations that bring together multiple subject matter experts to explore a topic from different perspectives. These sessions are designed to create a dynamic exchange of ideas and encourage audience engagement. Panels do not require a written paper or peer review process.

Panels are appropriate if you are presenting:

- Emerging or evolving industry topics
- Complex challenges with multiple approaches or viewpoints
- Discussions that benefit from diverse expertise and perspectives

Panel Discussions require:

- 3–5 panelists with relevant and complementary expertise
- A clearly defined topic and discussion structure
- A designated moderator to guide the conversation
- Prepared discussion questions or themes to support flow
- Opportunities for audience engagement, such as Q&A



Panel sessions should not consist of a series of individual presentations. The value comes from interaction between panelists, the exchange of ideas, and engagement with the audience. Strong panels are well-coordinated, balanced in perspective, and designed to facilitate meaningful discussion rather than one-way presentation.

CHOOSING THE 'BEST FIT'



Choosing the correct submission type is critical, as each is evaluated differently and carries different expectations for deliverables.

When deciding, consider the following:

Level of technical depth

If your content is research-driven, presenting data-supported original findings and methodologies, a **Technical Paper** is the most appropriate format.

If your content is more focused on informative researched data on key industry topics, best practices, innovations and/or strategic solutions, a **White Paper** may be a better fit.

Content format and deliverables

If your work is best communicated through a structured written document that contributes to long-term industry knowledge and publication, a **Technical or White Paper** is appropriate.

If your content is primarily presentation-driven and does not require a formal written paper, consider a **Workshop or Panel**.

Audience engagement style

If your session is focused on sharing researched and informative data information with the audience, a **Paper Submission Type** is appropriate.

If your goal is to discuss practical applications and/or actively involve participants through exercises, demonstrations, or guided activities, a **Workshop** is the better choice.

If your topic benefits from multiple viewpoints, discussion, and dialogue, a **Panel Discussion** is most effective.



Purpose of the session

Consider whether your goal is to present **researched data or information**, share **applied insights or teach a skill**, or **facilitate discussion**. The submission type should support that goal.

If your topic could fit into more than one category, select the type of submission that best aligns with both the type of content you are presenting and how you intend to engage your audience.

Selecting the right submission type helps ensure your proposal is evaluated appropriately and positioned for success within the IIAR's Conference Education Program.

“ IIAR may adjust the final classification if needed to ensure alignment with program goals, audience needs, and overall program balance. ”

Selecting an Education Track

Each submission must be aligned with one of the **IIAR Education Tracks**. These tracks are used to organize the program, ensure a balanced range of topics, and reflect the diverse needs of professionals working across the natural refrigeration industry.



You should select the track that best represents the core focus of your session, even if your topic touches on multiple areas. IIAR may adjust track placement as needed to maintain program balance and ensure appropriate alignment within the overall program.

System Design

This track focuses on the design, performance, and optimization of natural refrigeration systems. Topics may include system architecture, component selection, and design innovation. Submissions are encouraged to include case studies, modeling approaches, and real-world design applications. This track is best suited for engineers, system designers, and contractors involved in system planning and development.

Sustainability/Decarbonization

This track covers energy efficiency, system optimization, and carbon reduction strategies. Topics may include performance monitoring, controls, data analysis, regulatory drivers, and environmental impact. Submissions should demonstrate how systems can be optimized to meet sustainability goals. This track is ideal for compliance specialists, end users, and professionals focused on environmental performance.

Selecting an Education Track *Continued*

“ Selecting the correct track helps ensure your submission is reviewed appropriately and placed within the program where it will provide the most value to attendees. ”

Facility Management

This track explores strategies for efficient facility operations and system reliability. Topics may include cost management, maintenance planning, downtime reduction, and operational best practices. Submissions should emphasize real-world insights and practical approaches to managing refrigeration systems. This track is ideal for facility managers, owners, and operations teams.

Heat Pumps

This track examines heat pump applications within natural refrigeration systems. Topics may include design considerations, system integration, performance optimization, and implementation case studies. This track is best suited for engineers and contractors working with or implementing heat pump technologies.

System Safety

This track focuses on safety practices, regulatory compliance, and risk management within natural refrigeration systems. Topics may include maintenance procedures, operational protocols, safety innovations, codes and standards, and incident prevention strategies. This track is best suited for operators, technicians, compliance professionals, and facility managers responsible for safe system operation.

Introduction to Refrigeration

This track provides foundational knowledge of natural refrigeration systems. Topics may include basic concepts, terminology, and general applications. This track is designed for students, new professionals, and those seeking a refresher on core principles, but can also support broader educational sessions.

Preparing Your Proposal

WHAT TO FOCUS ON



The International Institute
of All-Natural Refrigeration™



Your proposal is the most important part of the submission process. This is what reviewers will use to evaluate your session for acceptance, so it should be clear, specific, and focused on delivering value to attendees. The submission form will guide you through several required sections. Each one plays a different role in how your proposal is reviewed. You will be asked to provide:

Presentation Title

Your title should clearly reflect the content of your session. Avoid overly broad or vague titles. A strong title is specific, descriptive, and helps reviewers quickly understand the topic and relevance.

Abstract (150-200 words)

This is a concise summary of your session. You should describe:

- Key concepts or topic being addressed
- Your approach (case study, analysis, discussion, etc.)
- The technical focus
- Why the topic is relevant to the industry

Avoid general or high-level descriptions. Reviewers are looking for clarity, substance, and a clear understanding of what will be presented.

Learning Objectives (2-3 bullet points)

Learning objectives should clearly state what attendees will be able to do or understand after attending your session. Strong learning objectives are:

- Specific and measurable
- Action-oriented (e.g., “analyze,” “apply,” “evaluate,” “understand”)
- Directly tied to the content of your session

Avoid vague statements such as “learn about” or “gain knowledge of...”

Preparing Your Proposal

WHAT TO FOCUS ON



Continued

Practical Application (50-75 words)

This section is critical. It explains how the content of your session can be applied in real-world settings. You should clearly describe:

- How attendees can use this information in their work
- What problems it helps solve
- What decisions or improvements it supports

Strong submissions make a clear connection between technical content and real-world use.

What Makes This Submission Unique

This is your opportunity to differentiate your proposal from others on similar topics. You should explain:

- What new perspective, data, or insight you are bringing
- How your session differs from typical presentations on this topic
- Why this session is especially valuable or timely

If similar topics have been presented before, clearly articulate what makes yours different.

Key Takeaway (1 sentence)

You will be asked to summarize the single most important takeaway for attendees. This should be:

- Clear and concise
- Focused on value
- Something attendees can remember and apply

Think of this as the main message you want your audience to leave with.

Preparing Your Proposal

WHAT TO FOCUS ON



Continued

□ Topic, Audience Application and Level

You will also be asked to select:

- A main topic (education track)
- Target Audience
- Application area
- Session level (introductory, intermediate, advanced)

These selections should align with your content and help ensure your session is reviewed and placed appropriately.

□ Presenter Information

You must provide:

- Primary presenter contact information*
- Short professional biography
- Headshot photograph

* Additional co-presenters may be included if applicable.

Your bio should highlight relevant experience and expertise related to the topic. This helps reviewers assess your ability to effectively deliver the session.

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A strong proposal is clear, specific, and focused on real-world value. The more precisely you communicate what you will present and why it matters, the stronger your submission will be.

”

How Is Your Proposal Evaluated ?



Once submitted, your proposal is reviewed using a structured evaluation process based on specific scoring criteria. Reviewers assess each submission across several key areas to determine its overall strength, relevance, and value to the program. Your proposal will be evaluated on the following:

Relevance to the Natural Refrigeration Industry

Reviewers will assess how well your topic aligns with the IIAR Conference audience and the natural refrigeration industry. Strong proposals clearly connect to real industry challenges, technologies, or applications and align with the selected education track.

Technical Quality and Depth

Your submission should demonstrate a strong level of technical accuracy, depth, and credibility appropriate to the session type. Reviewers will consider whether the content is well-developed, technically sound, and suitable for the intended audience level.

Practical Value

One of the most important factors is how useful your session will be for attendees. Reviewers are looking for content that offers real-world application, actionable insights, and clear takeaways that attendees can apply in their work.

How Is Your Proposal Evaluated ?



Clarity and Organization

Proposals should be clear, well-structured, and easy to understand. Reviewers will evaluate how effectively you communicate your topic, including logical flow, readability, and completeness of your responses.

Presenter Expertise

Your experience and qualifications will be considered to ensure you are well-suited to present the topic. This includes your professional background, relevant experience, and ability to deliver the session effectively.

In addition to the core evaluation criteria, reviewers will also consider the following qualities:

Originality and Differentiation

Proposals that bring a fresh perspective, new data, or a unique approach are more likely to stand out. Submissions that are repetitive or similar to past sessions may be less competitive.

Audience Interest

Reviewers will consider the potential level of interest from conference attendees. Topics that are timely, relevant, and broadly applicable are more likely to attract strong engagement.

How Is Your Proposal Evaluated ?



Continued

“ Overall Recommendation

Based on all factors, reviewers will make a final recommendation (accept, waitlist, or decline). Submissions that are unclear, overly general, or lack practical application are less likely to be selected. Strong proposals are focused, well-structured, technically credible, and clearly demonstrate value to attendees.

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Policies and Requirements: Conference Education Program Papers and Presentations



All submissions to the IIAR Conference Education Program must adhere to the following content policies. These requirements are strictly enforced and are a key part of the evaluation and approval process.

Non-Commercial Content

The Conference Education Program is intended to provide technical, educational content of lasting value to the natural refrigeration industry. As such, commercially oriented presentations are not permitted.

You may not:



- Promote a specific product, service, or company
- Deliver sales-focused or marketing-driven presentations
- Include branding, product names, or model numbers in a promotional manner

While it is acceptable to reference technologies or methods that may be associated with a company, all content must be presented from a neutral, technical perspective. Submissions that are determined to be commercial in nature may be rejected or removed from the program at any stage.

Submissions should focus on:

- Industry knowledge
- Technical advancements
- Best practices
- Objective analysis

If your intent is to promote a product or service, consider becoming an Exhibitor and presenting a Product Showcase Presentations (PSP) in the Exhibit Hall

Contact iiarExpo@iiar.org

Content Policies and Requirements

Continued

Copyright and Content Ownership

All presenters are responsible for ensuring that the content they submit complies with copyright requirements.

- Authors retain ownership of their original work
- IIAR requires an unrestricted license to print, publish, and distribute the final paper as part of the conference proceedings
- IIAR retains copyright of the final formatted version of the published paper

Reprinting or distributing the final formatted version will require permission from IIAR. However, authors remain free to use copies of their final draft, or to format and publish it themselves in another form, as they wish.

Completion of the [IIAR Speaker Agreement](#) is required before any paper or presentation can be included in the Conference Education Program and published in the proceedings.

Use of Third-Party Materials

If your submission includes content from other sources (such as figures, tables, images, or excerpts from standards or publications), you are responsible for obtaining permission from the original copyright holder.

- Permission must be secured prior to final submission
- IIAR may assist in obtaining permissions if needed, but this process can be time-consuming
- If permission is not obtained, the material must be removed

You should notify IIAR staff as early as possible if your submission includes third-party content.



What Happens if Your Proposal is Accepted?

If your proposal is accepted, you will receive a formal notification along with detailed next steps, submission requirements, and deadlines for your session.

At that time, you will also be required to complete the [IIAR Speaker Agreement](#), which is necessary before your content can be included in the Conference Education Program.

The next phase of work will depend on your submission type:

Technical and White Papers

You will begin developing your full written paper. This includes submitting a draft paper, participating in the double-blind peer review process, and revising your paper based on reviewer feedback before submitting a final version for publication. You will also be required to develop a conference presentation based on your paper.

Workshops and Panel Discussions

You will begin developing your presentation content. This includes refining your session structure, confirming participants (for panels), and preparing presentation materials that align with IIAR guidelines and deadlines.

“ All presenters are expected to meet the established deadlines and submission requirements. Failure to adhere to deadlines or program requirements may result in removal from the Conference Education Program.

Additional guidance, templates, and instructions will be provided throughout the process to support successful development of your session.

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Developing Technical and White Papers

Written Paper Development

If your **Technical or White Paper Proposal** is accepted, you will be required to develop and submit a full written paper for inclusion in the **IIAR Technical & White Paper Library** as well as a presentation for the Conference Education Program. Your paper must remain aligned with your accepted proposal and clearly define the problem being addressed, your approach or methodology, and the outcomes or conclusions. Content should be well-organized, technically accurate, and written in a clear and concise manner.

A strong paper is structured logically and typically includes:

- Abstract
- Introduction and background
- Technical content, methodology, or approach
- Results or case study findings
- Discussion and practical implications
- Conclusion and key takeaways
- References

Papers should generally be between 12–30 pages, depending on topic and complexity.

Visuals such as charts, tables, and diagrams should be used only when they add value and must be clearly labeled and referenced within the text.

All content must follow IIAR's non-commercial policy and be presented from a neutral, technical perspective.

Technical Papers should present research, analysis, or detailed case studies. White Papers should focus on delivering researched, informative data applicable to the Natural Refrigeration Industry. Both types of paper are expected to deliver meaningful technical value and real-world application.



An official IIAR template will be provided after acceptance of your proposal that will include formatting requirements and structure to ensure consistency across all published papers.



Developing Technical and White Papers

Continued

Written Paper Development & Peer Review

All **Technical or White Papers** go through a structured development and peer review process to ensure technical accuracy, clarity, industry relevance, and non-commercial content. Following acceptance of your proposal, the process includes:

Draft 1 Submission (Fall)

Authors submit the first full draft of their paper, including technical content, figures, and supporting materials.

Peer Review (Fall–Winter)

Papers are evaluated by subject matter experts through a **double-blind peer review process**, where reviewer and author identities are not disclosed

Papers are Peer Reviewed for:

- Technical quality and accuracy
- Clarity and organization
- Relevance to the Natural Refrigeration Industry



Double Blind Peer Review Process means that IIAR staff compiles and shares consolidated, anonymized feedback with authors. Authors are expected to fully address reviewer comments and maintain alignment with IIAR standards throughout the process.

Draft 2 and Final Paper Submission (Winter)

Authors revise their paper based on reviewer feedback and submit a final version addressing all required changes.

Final Editing and Preparation (Winter)

IIAR staff completes final editing, formatting, and design to prepare papers for publication.

A close-up photograph of a person's hand holding a silver and black microphone. The hand is positioned in the center of the frame, with the microphone pointing upwards and to the left. The background is a soft, out-of-focus light blue and white.

Developing Your Presentation for the Conference Education Program

Presentations

All **Technical or White Papers** also require a conference presentation. Authors will be required to develop a presentation based on their paper and submit presentation materials in advance of the conference.

The IIAR Conference Presentation Template as well as additional guidance will be provided by IIAR.

Presentation development typically occurs in the winter months and includes:

- Draft presentation submission
- Review and refinement
- Final presentation submission

Presentations should:

- Focus on key insights and findings rather than reading the full paper
- Be clearly structured within the assigned session time
- Use visuals effectively to support understanding
- Allow time for audience engagement and questions



All authors are expected to meet established deadlines throughout each phase. Failure to meet deadlines or submission requirements may result in removal from the program.

A hand is shown holding a silver and black microphone, positioned as if speaking into it. The microphone is the central focus of the top section of the page.

Developing Your Presentation for the Conference Education Program

Conference Education Program Presentations

All accepted submissions require a presentation at the IIAR Conference. Presentations are expected to deliver clear, structured, and practical content that reflects the quality and intent of the accepted proposal.

Presentations should remain aligned with the original submission and focus on communicating the most important insights, findings, or discussion points in a format appropriate for a live audience. The goal is not to repeat the full paper or proposal, but to present the most relevant content in a clear and engaging way.

Sessions are typically 50 minutes total, including:

- Brief introductions and announcements
- Presentation delivery
- Audience questions and discussion

A typical presentation flow includes:

- A brief overview to establish context
- Focused delivery of key points or findings
- A concise summary of takeaways



Presenters should carefully plan and pace their content to stay within the allotted time, avoiding both going over time and ending significantly early.

A close-up photograph of a person's hand holding a silver and black microphone. The hand is positioned in the center of the frame, with the microphone pointing upwards and to the left. The background is a soft, out-of-focus light color.

Developing Your Presentation for the Conference Education Program

Presentation Structure and Delivery

Presentations should be clear, focused, and designed for audience understanding. Your presentation should remain aligned with the purpose and learning objectives defined in your proposal. Reviewers and attendees expect consistency between what was submitted and what is delivered.

Presenters are expected to:

- Emphasize the most important content rather than covering everything
 - Clearly support the stated learning objectives throughout the session
 - Use examples, visuals, or case studies to reinforce key points
 - Present from notes rather than reading directly from slides
 - Maintain a logical flow that is easy for attendees to follow
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Slides should support the presentation, not replace it.

- Keep slides clear, concise, and visually organized
- Avoid excessive text or overly dense content
- Use charts, diagrams, and images to improve clarity
- Ensure all visuals are readable and clearly labeled



The strongest presentations are well-paced, aligned with their stated objectives, and focused on delivering clear value within the allotted time

A hand holding a silver and black microphone, positioned behind the title box.

Developing Your Presentation for the Conference Education Program

Presentation Materials and Requirements

Commercialism is not allowed in Conference Education Program presentations.

The use of props or materials beyond the PowerPoint presentation must be approved in advance.

All presenters are required to:

- Develop a PowerPoint using the official IIAR Conference template
- Submit presentation materials by the required deadlines
- Notify IIAR staff of any audiovisual or equipment needs in advance

IIAR staff will:

- Provide deadlines and submission requirements
- Review presentation drafts for clarity and compliance
- Evaluate content for adherence to the non-commercial policy



The strongest presentations are well-paced, aligned with their stated objectives, and focused on delivering clear value within the allotted time.



DEADLINES YOU MUST MEET



You are responsible for meeting all deadlines associated with your submission.

For **Technical and White Papers, proposals** are due **July 31, 2026**, and acceptance notifications will be sent in late August.

First Draft of Written Papers are due **October 31, 2026**.

Final Written Papers are due **January 31, 2027**.

For **Workshops and Panels, proposals** are due **September 30, 2026**, with notifications in mid-October.

ALL 1st Drafts of Presentations (Technical, White, Workshops and Panels) are due **January 31, 2027**

ALL Final Presentations are due on **March 5, 2027**.



Missing deadlines may impact your ability to participate in the program

Send your proposal via the IIAR Proposal Submissions Platform

To get started, use the links below to access the appropriate application:

- [Technical and White Paper Submissions](#)
 - [Workshop and Panel Submissions](#)
 - [Peer Reviewer Application](#)
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“ If you have any questions regarding submissions or the Conference Education Program, please contact:

[Dayna Martinez@iiar.org](mailto:Dayna.Martinez@iiar.org) OR **[Yesenia Rector@iiar.org](mailto:Yesenia.Rector@iiar.org)**

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