
17th NATIONAL CONFERENCE ON BUILDING COMMISSIONING

A PECI Event

EFFICIENCY • PERSISTENCE • PERFORMANCE



PAPERS & PRESENTATIONS

Paper Formatting

All papers are required to use the MS Word template provided with this packet. The template has preset styles for your convenience. If you choose to write your paper in a new document, please follow the format requirements listed in the table on pages three and four. **Papers not formatted properly will be returned to the author for re-formatting.**

Paper & Presentation Submission

All papers should be submitted to speaker coordinator Sarah Lowles at slowles@peci.org by May 1, 2009. The NCBC proceedings have become a valuable resource for the commissioning industry and the quality of the conference papers is vital to the success of the conference as a whole. In the past, the peer review process has proven useful to authors and enhanced many of the conference papers. While we are not implementing a formal peer review process, that option is available to you if you are interested. Please contact us if you would like to participate in this review.

In recent years, many attendees have asked us for copies of the presentations. To address this need, we ask that you allow us to post your presentation on our secured conference website. Please send in your completed presentation by May 15.

Continuing Education Credits

PECI is a registered auditor with the American Institute of Architects (AIA) in the Continuing Education System (CES) program. Continuing Education credits will be available for attendees at this year's conference.

In compliance with the standards set by the American Institute of Architects (AIA) Continuing Education System (CES), we ask that **you only place your company logo on the first and last slides of your presentation**, and that you read over, sign and return the Quality Commitment Statement to us at your earliest convenience.

Presentation

We are expecting record attendance in Seattle this year, so you may be presenting to as many as 150 people. The quality of your presentation contributes to the success of the conference, and we encourage you to be creative! Please prepare visual aids for your presentation in Microsoft PowerPoint. Every session room will be equipped with a laptop and projector. Though we will load your presentation directly on the laptop, please **bring a back-up copy of your presentation on a CD or flash drive.**

If you decide to provide a handout with in your presentation, we encourage you to limit the number of pages, print double-sided, and use recycled paper when possible.

Paper Formatting and Style Guide

Summary of Style Guidelines	
Recommended Length:	8 to 12 pages, including title and abstract page. Papers must be written in paragraph form in fluent English. Bullet lists should not make up a bulk of the work.
Fonts:	Body Text: 12-point Times New Roman, full justified All headings, labels, and captions: Arial Bold (various sizes – see below)
Margins:	1.25-inch margin from top 1-inch margins on sides and bottom
Cover Page:	Title: 16-point Arial Bold, centered. Standard title capitalization (upper- and lower-case). Two blank lines after. Authors: 12-point Arial Bold-italic, centered. List multiple authors as per template. One blank line after. Affiliation: 12-point Arial Italic, centered. One blank line between multiple affiliations. Two blank lines after. Synopsis: 12-point Arial Bold, centered. One blank line. In Body Text, summarize the presentation or paper. One blank line after. About the Author(s): Brief biographical sketch of each author. One blank line after.
Body of Paper:	Start at the top of the 2 nd page. No longer than eleven (11) pages.
Headings:	Use up to three levels. First-level headings: 14-point Arial Bold, centered, upper/lower case. Second-level headings: 12-point Arial Bold, left-justified, upper/lower case. Third-level headings: 12-point Arial Bold-italic, left-justified, upper/lower case.
Body Text:	12-point Times New Roman, fully justified. Block paragraph style (do not indent the first line of each paragraph). Single-spaced. Blank line between paragraphs.
Bulleted or Numbered Lists:	Format so that the bullet or number starts ¼-inch from the left margin and all text in the list items aligns ½-inch from the left margin. Use round bullets.
Tables/Figures:	Refer to the examples in the attached template.

Summary of Style Guidelines

Footer:	<p>10-point Arial Italic, left-justified. One-half inch from the bottom of the page.</p> <p>Include:</p> <p>Last name of the author followed by a colon. Include “et al” before the colon if there are multiple authors.</p> <p>Title of the paper. If the title of the paper is so long that it comes within one inch of the right margin, truncate the title at the one-inch point and add ellipsis.</p> <p>Page number, right-justified.</p>
Header:	<p>10-point Arial Italic, right-justified. One-half inch from the top of the page.</p> <p>Should read: “National Conference on Building Commissioning: May 4-6, 2005”</p>