

## **Author Packet**

### **Guidelines for Submission Technical Paper / Presentation**

**For**

**27<sup>th</sup> HVACAR Conference, Lahore**

**Organized by  
ASHRAE Central Pakistan Chapter**



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## Author's Submittal Form

Title of Presentation: \_\_\_\_\_

Abstract of Paper/Presentation: \_\_\_\_\_

Name of Presenter: \_\_\_\_\_

Name of Authors: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E- Mail Address: \_\_\_\_\_

**AUDIO VISUAL NEEDS:** Please check the following which are needed

Slide Projector       LCD Projector       Overhead Projector (multimedia)

I will have my own laptop for power point presentation

I will have my Power point presentation on disk and will need a laptop and LCD projector to be provided

## Speaker Biography Form

This Biography will be used as a short introduction of the presenter at the Conference by the session Moderator. Please type a short biography below. Include items such as current employment and title; previous positions or employers (most recent); education and degrees conferred; any professional activities or associations (i.e. ASHRAE, ASME, etc.)

Title of Presentation     [Solar Power Generation](#)

Name of Presenter        [Muhammad Ali](#)

Company                    [ADC](#)

### Biographical Highlights

**Muhammad Ali** is a professional mechanical engineer and started his career in 2001 as Design Engineer. His experience spans working with leading design firms in Pakistan, Saudi Arabia and UAE in the field of Building Services and Energy Systems.

His responsibilities are front end engineering design and detailed engineering design of District Cooling & Heating, Industrial Refrigeration, Turbine Inlet Air Cooling, Combined Heat and Power and Renewable Energy Systems.

Muhammad is working for ASHRAE since 2004. He worked as program coordinator for “University-Industry Coordination Program” for Pakistan Chapter and received best performance award. Nowadays, he is serving ASHRAE Falcon Chapter as BOG Member and Chair Student Activities Committee. He also serves ASHRAE TC 6.7, Solar Energy Utilization, as corresponding member.

Muhammad holds bachelors in mechanical engineering, post graduate diploma in administration and masters in energy systems.

He is interested in Renewable Energy, Environment and Sustainability.

## Important Deadlines

<b>Dec 31, 2019</b>	Paper or presentation, author's submittal form and biography to be submitted to ASHRAE Central Pakistan Chapter.
<b>Jan 15, 2020</b>	Comments from review committee back to authors (if necessary)
<b>Jan 31, 2020</b>	Final deadline to submit revised papers (if necessary)

## **27<sup>th</sup> Annual Conference Author's Packet**

The Conference Hall is very large and many in the audience will be seated 60-75 feet (20-25 meters) from the screen. Slides must have heavy lines and large lettering to be read from the back of the room. Projection of a slide that cannot be read by all of the audience is discourteous and a waste of time for you and your audience. Each slide should have a thumb spot label on the visible left hand corner when the slide is held in a reading position. Slides should be numbered in the order of presentation. If a slide is to be projected more than once, furnish duplicate slides in the proper sequence.

### **PowerPoint Presentation**

PowerPoint presentation must use a large enough font size and contrasting colors of lettering to be read from the back of the room. Please indicate on the author submittal form whether or not you will be using your own laptop with the program loaded or bringing a disk or CD.

We request that company logos or watermarks be limited to initial title slide and closing slide and kept to a minimum in the body of presentation.

If using Bullet slides, it is recommended not to exceed five (5) bullets per slide. Please notify us if your presentation includes any video or audio for special equipment requirements.

### **Submitting the Final Paper**

Please submit the Final Paper in a Word or PowerPoint format.

## General Instructions to Authors

### Submission of Papers

Papers are submitted for publication in the Conference Proceedings of the Pakistan HVACR Society / ASHRAE Central Pakistan Chapter 24<sup>th</sup> Annual Conference & Expo in Lahore, Pakistan and will be reviewed by a technical committee. Once approved, the entire paper will be published on a new CD\_ Rom version of the conference proceedings and the abstract of the paper will be published in a hard copy version in Society Journal published at the event. All of the attendees of the Annual Conference will receive both the printed version of the abstracts and the CD-Rom containing all of the papers. This CD-Rom will also be made available for sale to others.

### Basic Format Requirements for Papers

Please read through the complete instructions before you begin. Most of the variations and problems which commonly occur in preparing papers are covered in these instructions. Please review them carefully.

We require that all papers be submitted in the following format. Approved papers will appear on the CD-Rom exactly as received.

- Papers cannot be commercial in nature. Papers that address a proprietary product rather than the technical or engineering aspects of a process will be rejected **Use of trade names must be kept to a minimum and used only as necessary to describe the application of a process.**
- The paper must be in English.
- An abstract of no more than 180 characters describing the content, findings and conclusions is required.
- If the author submits a technical paper, it must be written in Microsoft Word in accordance with the Instructions below.
- Papers must be at least two full pages and may not exceed fifteen pages, including charts, graphs, diagrams and all other illustrations. It is recommended that no more than ten pages be used for text, with the remaining five used for illustrations, if needed.
- Authors may, at their discretion, submit a PowerPoint slide presentation in lieu of a technical paper for inclusion in the Proceedings. The total number of slides per Presentation should be approximately 1 slide per minute of presentation time allotted. In most cases, technical presentation sessions will be 30 minutes in length. Therefore, total number of slides in presentation should be approximately 25-30.
- We strongly recommend that papers be submitted via email or sent to us on a CD Rom. It is advisable to submit a printed original of the paper to accompany electronic submittal.
- All illustrations and graphics must be completely legible and should be at least 24 size font for visibility of 50 to 75 feet (rear of room).

Papers or presentations not meeting these requirements will be returned to the author for corrections.

## General Acceptance Guidelines for Papers

1. The purpose or objective(s) and the conclusion(s) of the paper should be clearly stated.
2. The papers should report new facts or ideas, which have not been widely disseminated in published books and journals.
3. The bibliography should properly cite sources or co-authors for appropriate credit for any technical contributions to the paper.
4. Papers describing the progress or status of a continuing program or project must discuss clearly the significantly new developments since any previously submitted or published paper.
5. The length of the paper must satisfy present standards of the review committee. i.e. it must be at least two and no more than fifteen pages (8.5" x 11"). It is strongly recommended that no more than ten of these pages be text and that the remaining five pages be used for illustrations.
6. All figures or graphics contained in the paper must be reasonably organized and legible. Multiple independent figures arranged and titled as one figure are not acceptable.
7. If a reference (bibliography) list is used, each reference must be appropriately cited in the narrative or text of the paper.

### Typing the Paper

Papers submitted should be formatted in Microsoft Word with letter page format (8.5" x 11"). The document should be single-spaced with one-inch margins on all sides. The font should be 12pt Times New Roman.

### First Page

The first page of the document should include a title at the top of the page, author's names, organization, city and state/province. The abstract of up to 180 characters should follow summarizing the paper and five key words primary to the text's content should be listed for indexing purposes.

The content of the paper should begin on the second page with the title of the paper repeated at the top of the page.

### Format

All *primary headings* should be flush left, in all capital letters, underlined or bold with three blank lines above and 2 below. The first paragraph should be flush left. All *secondary headings* should be flush left, in upper-case and lower-case type, and underlined or bold with two blank lines above and one blank line below. The first paragraph should be indented. All tertiary headings should be indented as well as the beginning of the paragraph, in upper-case and lower-case, and underlined or bold, followed by a period.



### **Bibliography**

The bibliography should conform to the following format: author's last name, first name, co-authors (If any), date of publication, title, journal or publisher, volume number (if any) and page numbers.

### **Figures**

A maximum of twelve figures may be submitted with each paper. Graphs, photographs, charts and drawings are all designated as figures and should be numbered and titled under the figure.

### **Tables**

Tables should have the number and title above the table.

### **Photographs**

All photographs must be scanned and inserted as part of the document as a figure or integrated as a digital image.

**Please return by Dec 31, 2016 to**

**Nisar Mohyuddin**

**Conference Conveyer**

**27<sup>th</sup> Annual HVACR EXPO & Conference 2020**

**Please E-mail this form to: [nisar.mohyuddin@diamondfoam.com](mailto:nisar.mohyuddin@diamondfoam.com)**