

## Presentation & Speaker Rules and Suggestions

NAFEMS Iberia Conference, 14 November 2024 in Madrid  
**Innovative Design and Simulation Technologies**

We remind Speakers of our general rules and suggestions for their presentation:

- The presentation should focus on the problem, the solution, the simulation, methods used and the innovative technology. NAFEMS Iberia does not permit commercial presentations at conferences or seminars. A software logo may be introduced on the page discussing the simulation solutions, but the software should not be the focus.
- Presentations can be given in the English or Castellano languages.
- The Powerpoint format provided by NAFEMS Iberia must be used. This will be sent to speakers once the abstracts have been accepted. There is a place to introduce an entity logo on the title page and next to the NAFEMS logo on the master slides (please do not remove the NAFEMS logo).
- NAFEMS Iberia maintains the authority and right to reject any presentation that is considered to contain commercial information or arrives after the specified deadline.
- Presenters must use the computers and audio-visual equipment provided by NAFEMS Iberia and the hosting organization and other computers will not be connected on the event day. Timing is usually very critical on the actual event day so there is no time to upload presentations from pen-drives or disks onto the computers used. For this reason, the deadlines defined below will be enforced.

Deadlines:

- **31 October 2024:**

The following should be sent to the NAFEMS Iberia event contact prior to this date.

1. Presentation (Powerpoint or pdf) as it will be used at the event. The presentation will be reviewed by the Technical Committee according to the above considerations. Please note that presenters will be able to update their presentations, until the date defined below, but vast changes will require a repeat of the review process.
2. A Speaker Biography to aid the Session Chairman with Speaker and presentation introductions using the document provided.
3. A completed and signed Speaker Declaration Form, using the document provided. NAFEMS requests permission to distribute the presentations in pdf format to the seminar attendees and then provide this to members after a certain time interval (typically 6 months). NAFEMS acknowledges that some confidential information may be contained in the presentations and in this case a reasonably modified pdf version may be used for distribution/viewing purposes.

- **12 November 2024:**

Updated versions of the above presentations and/or documents can be sent prior to this date. Please remember that we cannot accept presentations on the event day.

**Important:**

- All presentations should be devoted to technical issues and should be of a strictly non-commercial nature.
- NAFEMS Iberia maintains the authority and right to reject any presentation that is considered to contain commercial information or arrives after the specified deadline.

Event contact email: [gino.duffett@nafems.org](mailto:gino.duffett@nafems.org)