

Information Note for IEE Beneficiaries GUIDELINES FOR THE CREATION OF PROJECT SLIDES

February 2006

Annex III of your contract asks you to submit to the IEEA, within the first month of your project, a set of publishable slides presenting your project. This note proposes a common format and gives recommendations for the creation of these slides.

Generally, when creating your slides please remember:

- Be clear, concrete and simple. Use understandable language, avoid jargon.
- The shorter the better. A good picture says more than 1000 words.

Feel free to use the slide design commonly used within your project (colours, fonts, logos etc.) However, please display the “Intelligent Energy – Europe” banner clearly visible (available on http://europa.eu.int/comm/energy/intelligent/implementation/communication_en.htm).

It is recommended that your presentation consists of the following slides/elements:

1) Title slide

- Main title: Full project name
- Sub-title: Project acronym
- Footer: Contract number, project duration (from – to), date of creation of your slides

2) Project Summary

This slide should communicate the main features of your project. It should be possible to use it as a stand-alone slide. It should include:

- One or several carefully selected pictures which illustrate the theme of the project
- The project logo or colour scheme, if you have one.
- A few lines to set the scene, e.g. partners, countries, main theme and/or objective
- A few bullet points on the outputs/results which the project will generate

3) Background

This slide should illustrate

- the underlying problems, issues, opportunities, which your project addresses
- why your project is so interesting and relevant

4) Objectives and main steps

Add here a few lines describing

- the key underlying objective(s)
- what you actually plan to do

Please do not simply copy/paste the description of your objectives and your Work Packages into this slide: Concentrate on a few main points; leave out details; be as concrete as possible

5) Expected results

Please tell the reader what your main deliverables and direct outcomes are. Tip: Imagine somebody asking you on the street: “Now, what is your project actually creating?”

6) Partners & Contact

Please include in this slide

- contact details of the co-ordinator
- list of project partners (with logos, if you wish) including their countries
- the project website, if already available