

7th International Congress, Dundee, 8-10 July 2008

CONCRETE: CONSTRUCTION'S SUSTAINABLE OPTION

INSTRUCTIONS FOR PRESENTATION OF CONGRESS PAPERS

ORAL PRESENTATIONS (Microsoft 2003 Compatible)

For presenting papers, provision will be made for the following:

1. Microsoft PowerPoint Projection. Facilities will be available for PowerPoint Projection.

- Authors should ensure that they bring **2 copies** of their presentation on CD ROM. Please virus check the CD beforehand.
- The presentation should be prepared in **Microsoft PowerPoint Format**.
- Please also ensure that it is compatible with **Microsoft Office 2003 Operating System (not 2007)**
- Authors may bring their own laptops if required.

2. 35mm slides. There is no provision for 35mm slides.

During discussion sessions, an **overhead projector** will also be available

**ALL AUTHORS ARE ALLOCATED 20 MINUTES FOR PRESENTATIONS.
This includes questions and answers.**

POSTER PRESENTATIONS

Poster presentations will be allotted a **maximum space of 841 x 594mm** (Single European/ISO 'A1' sheet). Authors should ensure that the *Paper Title, Authors, Conference / Seminar Title and Theme* under which the paper will be considered is included on the poster. Authors should submit their poster papers to the appropriate Congress staff member in the **Presentation Preview Area on arrival at the Congress**.

Authors should ensure that they are available at their poster during the allotted presentation times, ie Tea/Coffee and lunch breaks.

GENERAL INSTRUCTIONS FOR AUTHORS

- Please refer to the Congress Final Programme for exact details of when and where paper(s) will be presented.
- A **Presentation Preview Area** will be available at the Congress. Once you have previewed your presentation, you must clearly label your CD / slides and deposit them with the Projectionist **at the particular venue** you are presenting. Please do this as quickly as possible and at least 1 hour before the session in which you are presenting begins.
- It is advised that you arrive at your presentation venue at least 10 minutes before your session begins to enable you to meet the session Chairman.
- Please ensure that you do not over-run the allotted 20 minutes for your presentation, inclusive of questions. There will be a 10 minute session at the end of each session for general discussion.
- Remember to collect your CD / slides at the end of your session. Uncollected CD / slides will be returned to the Presentation Preview Room.

Members of the Concrete Technology Unit will be on hand to help at each venue, however if you have any queries, please ask at the Congress Registration Desk.