



# The 9<sup>th</sup> International Concrete Conference 2016

Environment, Efficiency and Economic  
Challenges for Concrete

4 – 6 July 2016,  
Dundee, Scotland

## ALL AUTHORS ARE ALLOCATED **20 MINUTES** FOR ORAL PRESENTATIONS

This includes time for questions and answers although a 10 minute discussion slot will be available at the end of each session.

### ORAL PRESENTATIONS (Microsoft Standard Operating System Compatible)

- **Projection Facilities.** Computer facilities at the conference venue run on a Standard Operating Environment (SOE) with **Microsoft Windows 7** and **MSOffice 2013** as standard. Authors should ensure their presentation is compatible with **Microsoft Office 2013**.
- Presentations will be run through the PCs at the Conference Venue. Please note that **no presentations from laptops/tablets** will be allowed for security and timing/connection reasons.
- Authors should ensure that they bring electronic copies of their presentation and associated files on CD/DVD or USB pen drive. Please virus check the hardware before loading onto the conference computer system.
- Please label the presentation file with your **Paper ID and Surname**.
- The presentation should be prepared in **Microsoft PowerPoint Format or compatible software**.
- A Whiteboard and Visualiser (OHP) will be available for clarification of points during discussion.

### PROCEDURE FOR PRESENTING AUTHORS

1. **Presentation Preview Computers** will be available at the conference to check your presentation runs on the Conference Operating System.
2. Once you have previewed your presentation, you must take your CD / USB Pen Drive 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.
3. 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.

### POSTER PRESENTATIONS

Poster presentations will be allotted a **maximum space of 841 x 594 mm** (Single European/ISO 'A1' sheet) in **Portrait Orientation**. Authors should ensure that the *Paper Title, Authors and Conference Sub Theme* under which the paper will be considered is included on the poster. Authors should submit their poster to the Conference Team member at the **Registration Desk 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.