



Conference Instructions for presenters

Environmental Cement Africa Conference Cape Town 2010

Proceedings

Speakers are expected to provide a written text version of the oral presentation not exceeding 2000 words to be included in the conference proceedings volume. The written text version:

- Should be supplied in the form of an MS word text document, with embedded images.
- May include and be supported by diagrams, photographs, graphs and tables. This however should be supplied in the form of JPG or TIF file, saved at 300dpi and 120mm width.
- If any geographical material is to be used, it must be accompanied by a full caption, and should clearly indicate its figure number and title.
- Metric units should be the standard used.
- Must be submitted by the 10th of March at the latest.

In addition, the presenter must send, a separate MS Word document with a short biography not exceeding 100 words.

All material should be supplied by email to patrik@prescon-int.com. Please note that Power Point presentations are not acceptable for inclusion in the proceedings volume.

Conference oral presentation

- All presentations will be given in English.
- Presenters will have 25 minutes each to give their oral presentation. Additional five minutes will then be allowed for questions.
- All presenters will be supplied with a laser pointer and tie-microphone.
- All presentations should be given using Power Point software.
- Presenters should send a copy of their presentation by email to patrik@prescon-int.com. The presentation will be installed in the correct sequence on the conference laptop computer.
- If your presentation includes any video clips, send the presentation on a CD to the following address:
The Print House, 18 Ashwin Street, London E8 3DL.
- The Power Point presentation version must also be supplied to the organizer by the **10th of March** at the latest. This will allow the organisers to organise the production of a CD of presentations for distribution to delegates.

Power point presentation standard

- The 'introductory slide' must include the title of the presentation, presenter and conference logo.
- The same 'introductory slide' must be used during the question session (at the end of all presentations).
- In all of the remaining slides, the conference logo must be inserted in any of the four corners.

General

Presenters should carefully note the above points and deadlines and supply the written document, biography and PowerPoint presentation accordingly - by **10th of March** at the latest!

Please visit the website to view confirmed speakers.

We look forward to meeting you in Cape Town!