



GENERAL PRESENTATION GUIDELINES

Conference quality depends heavily on your delivery. The 13th ICCC Organizing Committee takes this opportunity to remind you of a few important points.

- Please do not exceed the time specified for your presentation: screen and sound will be automatically when the time limit is reached.
- Only PowerPoint presentations will be admitted.
- Limit the number of slides to a minimum.
- Presentations of over 15 MB cannot be received by e-mail.
- Please send your presentation before JUNE 20 to: papersiccc@siasa.es
- You are requested to run your presentation in the speakers' ready room at least 3 hours in advance of your scheduled timeslot.
- Don't forget to bring a back-up copy of your presentation on a CD or USB flash drive.

HOW TO PREPARE POWERPOINT PRESENTATIONS

- Please use the Congress PowerPoint template, which can be downloaded from the 13th ICCC website.
- The Congress facilities are compatible with PowerPoint (Office) versions 2000 to 2007.
- Standard Windows fonts will be available. If you use a non-standard font (such as scientific symbols) in your presentation, you must supply the font in a separate file with your presentation. Please use template font sizes.
- The screen resolution required is 1024 x 768 (ratio 4:3).
- Your PowerPoint file must include the paper ID number and title, day, and session time and room.
- If you plan to project a video, it must be provided in a separate file in MOV(h264), Mpg or Avi format and be no larger than 50Mb. Please bring the file with you to the speakers' ready room.

AT THE CONGRESS VENUE

- Please run your presentation in the speakers' ready room at least 3 hours in advance of the time scheduled for your communication.
- Your presentation will be uploaded to the Congress intranet system, which will distribute it to the specified meeting room.
- A technician will be on call in the meeting room to provide any assistance you may need.

Equipment supplied in each room:

- Computer with PowerPoint versions 2000 to 2007, both inclusive
- LCD projector
- Laser pointer
- Microphone
- If you plan to use Macintosh software, you must bring your own laptop and a VGA adapter.



ORAL COMMUNICATIONS IN PARALLEL SESSIONS

Authors presenting oral communications in parallel sessions will be granted 10 minutes for their presentations, during which they may project up to no more than 20 slides. Session Chairpersons will be extremely strict in this regard.

- Oral communications: 10-minute maximum
- Suggested number of slides: no more than 15-20
- The screen and sound will be automatically disconnected after 10 minutes.
- Session chairpersons will enforce time limits strictly.
- A 5-minute question and answer period will be allowed after every third communication.

BRIEF ORAL COMMUNICATIONS AND POSTERS

Authors presenting brief oral communications during plenary sessions will be given 4 minutes for their presentations, which may consist of no more than four slides. Chairpersons will enforce time limits very strictly. Authors must also prepare an electronic poster that will be displayed for 10 minutes on the assigned electronic screen.

- Brief oral communications: 4-minute ceiling
- Maximum 4 slides. Presentation outline:
 - Slide 1: Research objectives
 - Slide 2: Originality.
 - Slide 3: Experimental procedures
 - Slide 4: Conclusions
- Please use the Congress PowerPoint template for your presentation.
- E-poster displays: 10-minute duration
- Please use the electronic poster template. Corresponding authors will receive an e-mail with the instructions, along with their user name and login password, to upload their poster.
- The screen and sound will be disconnected automatically upon termination.

POSTERS

Only electronic posters will be admitted. Two general poster sessions are scheduled, during which authors will have an assigned screen. Electronic posters will be displayed on these screens throughout the congress. Corresponding authors will receive an e-mail with the instructions, along with the user name and login password, to upload their poster.



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MADRID, 3 - 8 JULY 2011
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ON THE CHEMISTRY OF CEMENT
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