4th International Conference on Advanced Composite Materials in Bridges and Structures
4ième Conférence Internationale sur les matériaux composites d'avant-garde pour ponts et charpentes
Calgary, Alberta, July 20 – 23, 2004 / 20 – 23 juillet 2004

GUIDELINES FOR ORAL PRESENTATIONS

1. GENERAL

The Canadian Society for Civil Engineering, CSCE, requires that its conferences not be platforms for commercial (sales) presentations, promotion of consulting companies, testing laboratories, universities, or any other group. The purpose of presenting a paper at a conference is to exchange technical information that will benefit the profession.

Technical and objective presentations will enhance the credibility of the speaker and his/her organization. Manufacturers and producers should ensure that the information presented about their product(s) is correct. Speakers should refrain from engaging in negative product comparison. Names and logos of all organizations, including companies, universities, research institutes or centres and testing laboratories, may appear on the title transparency/slide of the presentation. Products and brand names must not appear more than once. Unsubstantiated performance claims and failure to objectively discuss alternative methods, processes or equipment are indicators of sales presentations and/or promotions and are not appropriate.

2. PREPARATION OF THE PRESENTATION

The presentation should include but is not limited to:
- Overview (plan) of the presentation
- Objectives
- Methodology
- Results
- Impact/importance
- Conclusions

Please do not read your paper to the audience. For tips on making exciting and effective presentations, you may wish to refer to http://www.nationalconcretebridge.org/cbc.

Timing is critical to allow for delegates to move from session to session without having to enter a session in the middle of a presentation. Total time for each presentation is **20 minutes** maximum (including one minute for the session Chair to introduce the Speaker, 17 minutes for the presentation and two minutes for questions and/or discussion). This time must be strictly respected and will be enforced by the session Chair. Speakers will not be allowed to go over the time period allotted for their presentation.

Please visit the Conference website (http://www.eng.ucalgary.ca/civil/ACMBS-IV) periodically for the final program and presentation schedule.

2.1 Guidelines for Preparation of Overhead Transparencies

- The affiliation or logo of a company, university, research institute or centre or testing laboratory is permitted on the first transparency only.

- All information on transparencies should be readable by the audience, even if not important to the message. The ease and low cost of producing overhead transparencies can lead to undesirable shortcuts; for example, copying a page of small print from a book that will be unreadable by the audience.

- The standard size for the transparency is 20x25 cm (8x10 in.). The minimum height of the smallest letters (including lower case) is 5 mm (3/16 in.).

2.2 Guidelines for Preparation of PowerPoint® Presentations

- The affiliation or logo of a company, university, research institute or centre or testing laboratory is permitted on the first slide only.

- Only MS PowerPoint for Windows® is available for PC projector presentation. If your presentation file was not created with PowerPoint®, make a stand-alone presentation file (self executable file). It is the responsibility of the Speaker to ensure that presentation files are in the proper format.

- **Files for the presentation should be saved on a CD-ROM that will be left at the Registration Desk, preferably at the time of registration.**

- Use your paper number for the file name: for example, ACM-###.ppt. Use only ASCII characters in the file names.

- To avoid incompatibility problems, use common font types (such as Arial or Times New Roman) and avoid excessive animation.

Note: Operating system used: Windows XP®
         PowerPoint® version: Office XP® Professional.

3. PREPARATION OF THE SPEAKER

- Please complete the "Speaker Information Form" and send it to Mamdouh El-Badry, Chair of the Organizing Committee, before July 15th, either by e-mail at melbadry@ucalgary.ca or by fax: (403) 282-7026 or

- **For presentation prepared on PowerPoint®, please save the electronic file(s) on a CD-ROM and leave it at the Registration Desk, preferably at the time of registration.** At the very latest, drop off the CD of your presentation by 8:00 a.m. on the day of your presentation. It is also recommended to bring a copy of your presentation on a second CD with you to the session of your presentation. To uniquely identify your presentation, please label both the CD-ROMs and their cases with sufficient information including the paper reference number, i.e. ACM-###, the title of presentation, and the authors' names.

- Speakers will not be allowed to use their own personal computers for the presentations.

- It is essential to meet with your session Chair and other speakers in the room of your session 15 minutes before the session begins. Any last minute information will be provided there. At that time, please ensure that your presentation file is loaded on the computer, and that the session Chair has a copy of your "Speaker Information Form".

- For Speakers to preview their presentations before the sessions, the Banff Room will be available, on Thursday evening, July 20th, and all day throughout the Conference, with the same computer system and software that will be used in the technical sessions.