



INSTRUCTIONS FOR SPEAKERS AND WRITERS OF CONFERENCE PAPERS

5th European Conference on Contaminated Sediments
14-15-16 May 2008, Hotel Crowne Plaza London Docklands, UK

Thank you for your submission of a paper for REUSED's 2008 5th European Conference on Contaminated Sediments.

Please find enclosed instructions & guidelines for paper submission and presentations. Please take the time to read these instructions carefully.

1. PREPARATIONS – PAPER ABSTRACT

All speakers have the opportunity to write a short (100-200 words) summary of their paper = Abstract. Please send your Abstract by E-mail to the attention of Mr. Joran Doppenberg: info@reused.nl. All Abstracts will be listed on the REUSED website after acceptance.

We kindly request that you keep the cut-off dates for paper proposal submission in mind: February 1st, 2008.

2. YOUR WRITTEN PRESENTATION

Please prepare your presentation in the English language. **The absolute deadline to include your presentation in the Conference Proceedings is April 15th 2008.** We need to receive your paper in our office on or before this date! **PAPERS RECEIVED AFTER THIS DATE CANNOT BE INCLUDED IN THE PRINTED CONFERENCE PROCEEDINGS.**

Please submit your paper in MS Word or PDF file format, including illustrations and photographs per CD-ROM or E-mail to:

REUSED Foundation **E-mail: info@reused.nl**
P.O. Box 18
3830 AA Leusden
THE NETHERLANDS

3. FORMAT OF YOUR WRITTEN PAPER = A4

Please present in the following manner: **Times New Roman, 12pt, plain, bold or italic text.**

The first page of your paper will contain the following (Please refer to the enclosed example document).

- Name, occupation, employer of speaker.
- Personal resume of speaker, published under the heading, 'About the Author'.
- 100-200 word abstract.
- Passport size photograph of yourself. Your audience likes to recognize you before, during and after your presentation.
- Introduction followed by the full paper

Your paper will be printed as you deliver it, including illustrations and photographs. Please make sure that all material is of a representative quality. Your paper should not exceed the limit of 16 pages in length.



Important Note:

- Remember the quality of the content is what is important, not the number of pages.
- Make the written presentation a “self-contained” document. Use photographs, graphs and drawings, if and where applicable to enhance your words. One picture tells more than a thousand words.
- NOT ACCEPTABLE are copies of overheads or PowerPoint slides as your written paper.

4. YOUR VERBAL PRESENTATION

Digital presentation: For your verbal presentation you may bring a PowerPoint file on a Memory Stick. The organizers will copy these files on the general lap-top **for beamer projection**. Use of your own laptop is not recommended.

Movies: If movies are in your Power Point files, please make sure that they are well formatted and connected to the main files.

Timing: Please make sure your paper is well timed, and is within the allocated time slot in the programme. Every speaker has a max. of 20 minutes total, incl. speaking time & discussion. Please consider that the programme is full and that the speaker after you would also like their allocated time available to them.

VERBAL PRESENTATION GUIDELINES

- DO NOT use your written document word for word for your verbal presentation. May we suggest you adapt some of the text and add a few “sparkling lines”. This gives more flavour to your verbal presentation.
- REHEARSE! A suggestion is to rehearse and test your speech in front of a known audience. If you do this, you can also ensure your presentation falls within the time limits. Ask your audience to be critical towards your presentation.
- A good start for your presentation is to tell the audience which subjects you intend covering. Mention these subjects when you come to them during your presentation.
- Speak slow and well pronounced. It is important that what you say is well understood. Some presenters begin to speak too fast. If your native tongue is not English, pronunciation is especially important! Keep in mind that for many in your audience, their native tongue may not be English.
- Take a pause during your speech every now and then. You will be better understood when you go from one subject to another. Look at your audience, take a deep breath and then continue.
- Use your hands moderately to express your convictions. Never put them in your pockets.
- Throwing in a joke is a good suggestion to keep your audience motivated, however do not overdo it!



- Do not become too commercial. Mentioning your company's name in the Introduction and at the end of your presentation is more than enough. A presentation which is too commercial, is never appreciated by your audience.

5. FINAL THOUGHT

- Keep in mind that your audience should remember your presentation because of the quality of the content of the paper, and not necessarily for the physical presentation.

- Last but not least: Do not forget that your presentation is a unique opportunity to be considered as an authority. Make use of this opportunity.
