

**Sixth International Conference on
STRUCTURES IN FIRE (SIF' 10)**
Wednesday, 2nd June to Friday, 4th June 2010
Michigan State University, USA

Oral Presentations – Guidelines

Congratulations on your acceptance to make a presentation at the **Sixth International Conference on Structures in Fire!** This is an excellent opportunity for you to share knowledge and information with your colleagues. The following guidelines will assist you in preparing your presentation.

Guidelines for Preparing Presentation:

- **Each oral presentation is scheduled for 20 minutes; 15 minutes for presentation by the speaker followed by 5 minutes for discussion.**
- The oral presentation, including the discussion, will be moderated by the session chair.
- Use large, (18+ point size) simple block letters; recommended font is “bold sans serif (e.g. Arial)”.
- For graphs and charts, use heavy lines for curves and use a minimum of lightweight grid lines. Limit to two curves or bars on a graph.
- Please minimize (eliminate) the use of videos as their use often causes problems due to non-compatible video formats. If you absolutely need to use videos, make sure you check your presentation in advance in speaker preparation room.
- For presentations only LCD projector and a computer will be made available (no overhead or slide projector).
- Technical assistance is available upon request, but is not present throughout the session.
- All presentations are to be uploaded on the conference computer. You must send your PowerPoint file by May 30th 2010 to Mr. Nikhil Raut (rautnikh@msu.edu).
- All presentations are scheduled in **Auditorium of Kellogg Hotel & Conference Center.**
- A speaker preparation room is available at the conference site.
- Please send a short bio (less than 500 words) of the speaker to Mr. Nikhil Raut (rautnikh@msu.edu) before May 30th 2010. This will be used to introduce the speaker.
- If you cannot make your presentation, you must contact Prof. Kodur (sif10@egr.msu.edu) at the earliest.

Best of Luck for your Presentation