

## Information for Presenters and Chairs

### Sixth International Congress on Construction History (6ICCH), Brussels, 9-13 July 2018

June 9, 2018

## Guidelines for presenters

### Prepare your presentation

- Speakers are allotted 15 minutes to present their paper.
- Prepare your presentation in Power Point (a template is available) and save your presentation as PDF.
- Please practice your presentation and time it to make sure that it does not take more than 15 minutes.
- Save your PDF as 'Session number\_Last name first author', for example '1a\_JANSSENS'
- Upload the PDF via the portal before the start of the congress (see <http://www.6icch.org/> )
- Upload a CV (10 lines) via the portal before July 1. This CV will be used by the chairs to introduce the speakers and will be visible via an APP for congress participants only.

### At the congress

- If you were not able to upload your presentation before the Congress, please bring it on an USB stick and visit the session room that you are assigned WELL IN ADVANCE (preferably the day before, during a break).
- A presentation laptop is available in every room, do not use your own computer.
- If you are unable to present your paper unexpectedly, please notify your chair and [info@6icch.org](mailto:info@6icch.org) as soon as possible.

## Guidelines for chairs

### Prepare your session

- The pre-print version of the papers of your session will be made available to you.
- One week before the start of the congress, you will have access to the uploaded CV's of the authors.

### At the congress

- Session length: in the morning sessions (1,5 hour) up to 4 papers per session are scheduled, in the afternoon sessions (2 hours) up to 5 papers are scheduled.
- In every room, the session chair will be assisted by a student who collects the presentations.
- Chairs are invited to be in the session room well in advance to meet the speakers.
- The chair will announce any changes at the beginning of each session.
- The chair will shortly introduce each speaker, based on the abstract and CV they have uploaded on the portal.
- Speakers are allotted 15 minutes for their presentation. Chairs are responsible for keeping everyone on schedule and are instructed to be strict about the timing.
- Chairs can allow two or three brief questions after each presentation with further discussion after all presentations if time allows.
- THEMATIC SESSIONS: chairs of thematic sessions can start with a brief introduction on the topic and papers of their thematic session.

## Recording policy

- No presentations will be audio or videotaped. 6ICCH is not responsible for unauthorized recording, but does reserve the right to revoke registration of anyone who records presentations.