

art'11 - 10th International Conference
*on non-destructive investigations and microanalysis for the diagnostics
and conservation of cultural and environmental heritage*

Florence - Palazzo degli Affari, FirenzeFiera
2011, April 13th/15th

www.aipnd.it/art2011

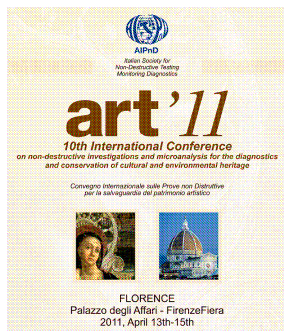
GUIDELINES FOR PREPARATION OF SELECTED ORAL PRESENTATIONS AND POSTERS

FULL PAPER SUBMISSION (only for authors of accepted Oral Presentations):

- the deadline for the Full Paper Submission is Thursday, February 10th (no late submission will be accepted);
- the full paper will be included in the Proceedings Book of the Conference that will be set up as a CD and made available, free of charge, to all participants (please, remember to send to the Organizing Secretariat of the Conference the authorization concerning the publishing of the Paper);
- the final full paper has to be sent by e.mail (segreteria@aipnd.it) as a .pdf file and has to be prepared as follows:
 - the font of the text must be Times New Roman (12 pt.) and must be max. n.8 pages long;
 - all page margins must be of 1,5 cm;
 - 1stline: Title of the Abstract (bold, Capital Letters);
 - 2ndline: Name and Surname of the Presenting Author (bold) with related affiliation;
 - 3rdline: Name and Surname of the co-authors with related affiliation/s;
 - in case of images, they must have a frame of 1 pt. - the length of captions must be of max. 1 line and the font must be the same of the text.

Oral Presentations (please, keep strictly to the allotted times as the Conference schedule is tight):

- Presentation's length: 15 minutes (10 minutes of talk + 5 minutes of discussion)
 - please prepare your presentation in Powerpoint format and carry it along on a CD or a USB memory drive;
 - the files will have to be loaded at the Pre-View Room and will be projected in the Meeting' rooms using Windows PC's;
 - no personal laptops will be accepted - no Apple/MacIntosh software or hardware will be available;
 - if you have movies associated to your presentation, do not forget to put them, together with the Power Point file of the presentation, in the same folder, and to upload the whole folder on our computer;
 - please note that we must have your presentation loaded on our computer at least 3 hours before your session. As there will be morning and afternoon sessions, that means that you should bring your presentation to the Pre-View Room (2nd floor, Room 226) on the afternoon before your morning session (before 17.00 p.m.) or, if you speak in an afternoon session, during the morning of the same day. We kindly ask you to keep to this rule, as this will help the sessions to proceed smoothly.



art'11 - 10th International Conference
*on non-destructive investigations and microanalysis for the diagnostics
and conservation of cultural and environmental heritage*

Florence - Palazzo degli Affari, FirenzeFiera
2011, April 13th/15th

www.aipnd.it/art2011

POSTER SUBMISSION (only for authors of accepted Posters):

- the deadline for the Final Poster Submission is Thursday, February 10th (no late submission will be accepted);
- the final poster has to be sent by e.mail (segreteria@aipnd.it) as a .pdf file containing the exact layout of the poster (images and text included).

Posters – Scientific Exhibition

The Posters/Scientific Exhibition will be put up at the 2nd Floor of Palazzo Affari at FirenzeFiera, along the aisles leading to the Conference's rooms. There will be a special session dedicated to Posters' Exhibition on Thursday afternoon (April 14th, from 04.30 p.m. till 05.30 p.m.); moreover, Posters' Exhibition sessions will coincide with Coffee Break and Lunch times, indicated in the Scientific Programme of the Meeting as follows:

- ✓ Wednesday, April 13th
from 01.00 till 01.45 p.m. (*during Lunch*) and from 04.00 till 04.20 p.m. (*during Coffee Break*)
- ✓ Thursday, April 14th
from 10.30 till 10.50 a.m. (*during Coffee Break*), from 01.00 till 01.45 p.m. (*during Lunch*) and from 04.00 till 05.30 p.m. (*during Coffee Break and dedicated Posters' session*)
- ✓ Friday, April 15th
from 10.30 till 10.50 a.m. (*during Coffee Break*) and from 01.00 till 01.45 p.m. (*during Lunch*)

Posters must be put up on Wednesday, April 13th from 08.00 till 09.45 a.m. – they must be removed on Friday, April 15th after the end of the Meeting (starting from 05.00 till 08.30 p.m.). The Conference Organizers are not responsible for posters that have not been removed/collected by the end of designated dismantling time.

- The panels available for the Scientific Exhibition are 100cm wide and up to 250 cm high. Therefore, they can accommodate a poster of max 90cm (width) x 200cm (height);
- Every panel will be numbered: the number assigned to each Poster will be inserted in Abstract Book distributed during the Meeting (please, stick your poster to the panel having the same assigned number);
- Materials (small nails/points and special tape) for pinning/sticking up the posters will be available on tables set at the Scientific Exhibition area.

For any further enquiry, please contact the Organizing Secretariat AIPnD
(phone: +30.030.3739173 – fax: +39.030.3739176 - e.mail: segreteria@aipnd.it)