

## INSTRUCTIONS FOR LECTURERS

The organizers of 63<sup>rd</sup> IFC Portoroz 2023 are interested in technical and scientific lectures. Possible forms of lectures are:

- Plenary Lecture,
- Invited Lecture,
- Other Lectures,
- Student Lecture (Masters, PhD students, and young researchers) and
- Poster Presentation.

All lectures, except student lectures and poster presentations, **can also be virtual** (however a special digital application for a virtual lecture must be made).

The Scientific Programme Committee of the Conference determines the form and placement of each submitted lecture in the programme of lectures.

Attendee and topic registration with author and co-author information must be done on the website of the Slovenian Foundrymen Society [hereinafter: Society], [www.drustvo-livarjev.si](http://www.drustvo-livarjev.si), through the appropriate application form, no later than **31<sup>st</sup> May 2023**. An abstract must also be delivered until this deadline in the required format (see instructions below). Complete lectures (in the format of complete articles or PPT presentations) for the QR code, which will be accessible to all attendees of the Conference, are to be delivered to the following e-mail address: [drustvo.livarjev@siol.net](mailto:drustvo.livarjev@siol.net) no later than **25<sup>th</sup> July 2023**.

### ABSTRACT

The length of the abstract is limited from min. 1.600 to max. 3.300 characters with spaces (Names of the authors and the title should not be included in the character count). The format is A4, Times New Roman font, size 12pt (**mandatory** template format: [ABSTRACT TEMPLATE](#)).

**The abstract must also include keywords.**

The abstract must be delivered to the Society's e-mail address: [drustvo.livarjev@siol.net](mailto:drustvo.livarjev@siol.net) by the given deadline (**31<sup>st</sup> May 2023**).

### LECTURE PRESENTATIONS FOR ALL LECTURERS

- Plenary lectures are limited to a maximum of **30 minutes**.
- All other forms of lectures are limited to a maximum of **20 minutes**.
- Each presentation has to be prepared in a PowerPoint document (16x9 format).

### POSTER PRESENTATION

There are two possible ways to prepare a poster presentation:

1. as a poster, on at least a A3 format (29.7 cm x 42.0 cm) up to B1 (100 cm x 70 cm), in a vertical format, which the author delivers to the Conference or sends it to the address of the Society who delivers it to the location of the Conference.
2. as a Word document, 6 pages long (including the abstract and all images), A4 format, Times New Roman font, size 12pt. The poster presentation according to this version must be delivered to the Society's e-mail address: [drustvo.livarjev@siol.net](mailto:drustvo.livarjev@siol.net) no later than **August 1<sup>st</sup> 2023**. In this case, the Society will also take care of the printing of the poster presentation on a quality paper and its deliverance to the location of the Conference.

The abstract of the poster presentation will be presented in Abstract Proceedings.

### PUBLISHING ARTICLES IN THE "LIVARSKI VESTNIK" FOUNDRY JOURNAL

Lecturers who are interested in publishing their lecture in our Foundry Journal – Livarski vestnik, are to send the article of no more than 12 pages of A4 format, in a Word document, with 12pt Times New Roman font, to the e-mail address: [drustvo.livarjev@siol.net](mailto:drustvo.livarjev@siol.net), no later than the **30<sup>th</sup> September 2023**.

### ABSTRACT PROCEEDINGS

By the beginning of 63<sup>rd</sup> IFC Portoroz 2023, organizers will issue an Abstract Proceedings book and all participants of the Conference will be able to access full presentations through a QR code.