

Instructions to Authors

Oral Presentations

Oral presentations will be **15 minutes in length, including the discussion time (i.e., 12+3)**. The audio-visual equipment available in the lecture room will include one LCD projector for digital presentation and one overhead projector.

Digital file preparation

Digital or computer-based presentations must be compiled in Microsoft PowerPoint on an IBM-compatible PC. Microsoft Office 2003 or 2007 versions are preferred. Save your presentation on a **USB Portable Storage Device** or on a **CD/DVD**. Label the presentation with the day and the time of your oral presentation, and your name as in this example: **Mon9_45nameXXXX.ppt** (XXXX is a safety number of your choice). Check that a PC other than your own can access your presentation.

It will not be possible to use your own laptop computer for presentation.

Digital file submission

Your presentation file must be given to the 9IKC audio-visual technicians **at least one day before your oral session**. There will be two possibilities to transfer your file:

1. **via internet** (preferred version, especially for those with talks on Monday) by using (a) a file transfer program (e.g., FileZilla, WsFtp), or (b) your Windows Explorer. During the file transfer, you will be able to see and save your own file, but it will be impossible to view or download other files of the other presenters. If you log in a second time, your file will **not** be visible to you anymore!

(a) Open an ftp program.

Insert the following log in data:

Host: **ftp.rz.uni-frankfurt.de**

Server type: **FTP**

Log on type: **normal**

Transfer modus: **passive**

User: **ftpmin02**

Password: will be sent to the oral presenters by email until 15 July 2008

Transfer your file.

Send an email immediately after this to submission-9IKC@em.uni-frankfurt.de with subject *file upload* and the file name.

We will acknowledge the successful receipt of your file

(b) Open *Windows Explorer* and insert the following address:

<ftp://ftpmin02@ftp.rz.uni-frankfurt.de>

Put in your password which will be sent to the oral presenters by email until 15 July 2008.

A new folder will open (<ftp.rz.uni-frankfurt.de>).

Copy and paste your file into this folder.

Send an email immediately after this to submission-9IKC@em.uni-frankfurt.de with subject *file upload* and the file name.

We will acknowledge the successful receipt of your file.

2. by a USB storage device or CD/DVD which you give to our audio-visual technicians either
 - a. On Sunday 10 August 2008: at the registration desk/*Campus Bockenheim* near to the icebreaker party location (see “How to get to the 9IKC) – this is mandatory for those with a talk on Monday; or
 - b. On Monday through Thursday 11-14 August 2008: in the speaker’s ready room at the conference location/*Campus Westend*).

At this time the audio-visual technician will check your presentation for compatibility with the equipment. This is not an opportunity to modify the content of your presentation.

Poster Presentations

Individual posters will be exhibited throughout the conference duration in the first floor of the Casino (I.G. Farben Building), Campus Westend. The **display time is from Monday, 11 August 2008 14.00 hrs - Friday, 15 August 2008 16.00 hrs**. All poster presentations have a poster number assigned which can be found on the web. This number will help to locate your poster board.

Poster attendance time: Authors of posters are requested to be present at their posters during the poster session time assigned to their specific scientific session as scheduled below. Authors may decide on individual attendance hours **in addition** and display them on their poster board.

Poster session	Scientific session presented in poster session
Monday, 11 August 2008 16.00 – 18.30	Exploration and diamond mining (6) Emplacement of kimberlites and related magmas (2)
Tuesday, 12 August 2008 16.00 – 18.30	The origin and evolution of kimberlites and related magmas (1) Mantle petrology and geochemistry (3)
Thursday, 14 August 2008 16.00 – 18.30	Diamonds (4) Cratonic lithosphere (5)

Posters should be put up Monday morning, 11 August 2008, before 14.00 hrs, and should be removed on Friday, 15 August 2008, before 16.00 hrs. Those who prefer to put their poster up on Sunday before visiting the registration desk are welcome at the conference location (I.G. Farben Building/Campus Westend) between 14.00 hrs and 18.00 hrs. For information on how to reach this building, see [How to get to the 9IKC](#).

The maximum available space on the poster boards is 146 cm in height and 118.5 cm horizontally. This is ample space to hang up a **DIN A0 poster with its 118.9 cm x84.1 cm** format vertically. To hang it up horizontally will be a tight squeeze.

Manuscript submission

For all persons to whom an oral presentation is allotted, the submission of a manuscript for the proceedings volume is mandatory. Authors of poster presentations are also encouraged to submit a manuscript. The proceedings volume will be published as a supplementary hard cover issue of the international journal LITHOS. For further information, see the [Manuscript submission guidelines](#).