TITLE OF paper– NOT MORE THAN 2 LINES

name of EACH AUTHOR (name, surname); UNDERLINE Name of SPEAKER

### Name of Organisation, and Address

# ABSTRACT

The Abstract should state the objective and conclusions of the paper concisely in no more than 250 words. The significance and new achievements should be stated in the Abstract.

# Keywords:

Three, to a maximum of five, keywords; separated by semicolons.

# INTRODUCTION

Your full paper starts here with the Introduction. Your paper should be no more than 10 pages long, including the Abstract.

The full paper should be error free and use a good standard of English.

The easiest way to comply with the publications standards is to save this file as a template file in your computer (use Save As and select “**Document Template (\*.dot)**” in the “**save as type**:” drop down in the bottom of the dialog box. During typing, use the style in the drop down menu at the right of your formatting toolbar.

# Paragraph headings

You can add as many paragraphs as are needed for your paper here. Use Heading 1 style for main headings. Use “Normal style” for normal text. Remember that your paper should provide information regarding the problem addressed, state of the art, key innovations, applications/implementations/results, References and dissemination plan.

## Sub-paragraph headings

Sub-paragraph headings may be included as required. Apply Heading 2 for sub-paragraph headings.

# Figures and tables

Each paper must include all text, graphs, photographs, diagrams, figures and tables within a single file. Figures (colour or black and white) and Tables must be inserted in the body of the paper and sequentially numbered.

Figure 1 – Use style “caption” to figure and table caption.

Table 1 – Use Caption style to format.

# REferences notation

References should use Harvard notation, including using an alphabetical character to distinguish References by the same author in the same year: for example, “using the methods of electron spectroscopy (Duncan, 2000a), ellipsometry (Oliver, 1998) or FTIR (Duncan 2000b).”

# Conclusion

Your paper must have a Conclusion paragraph.

# Acknowledgements

Any acknowledgements may be added here. If your paper does not require any acknowledgements, you may delete this paragraph and heading.

**UNITS**: The SI system should be used for all scientific and laboratory data: if, in certain instances, it is necessary to quote other units, these should be added in parentheses.

# References

References should be added at the end of the paper, when required. The list should be ordered alphabetically by first author. For example:

Duff, R.A., Jaselskis, E. J. and Smith, G. (eds). 1997. “Safety and Health on construction sites”. CIB Publication 209. CIB, Rotterdam.

Duncan, J. R. 1998. “Changes in national building research organisations”. Building Research and Information 26(4) 256-258.

Leicester, R.H. 1997. “Development of international timber standards for structural purposes”. *In* “Proceedings, 1997 International Building Construction Standards Conference/Workshop”. DIST, Canberra.