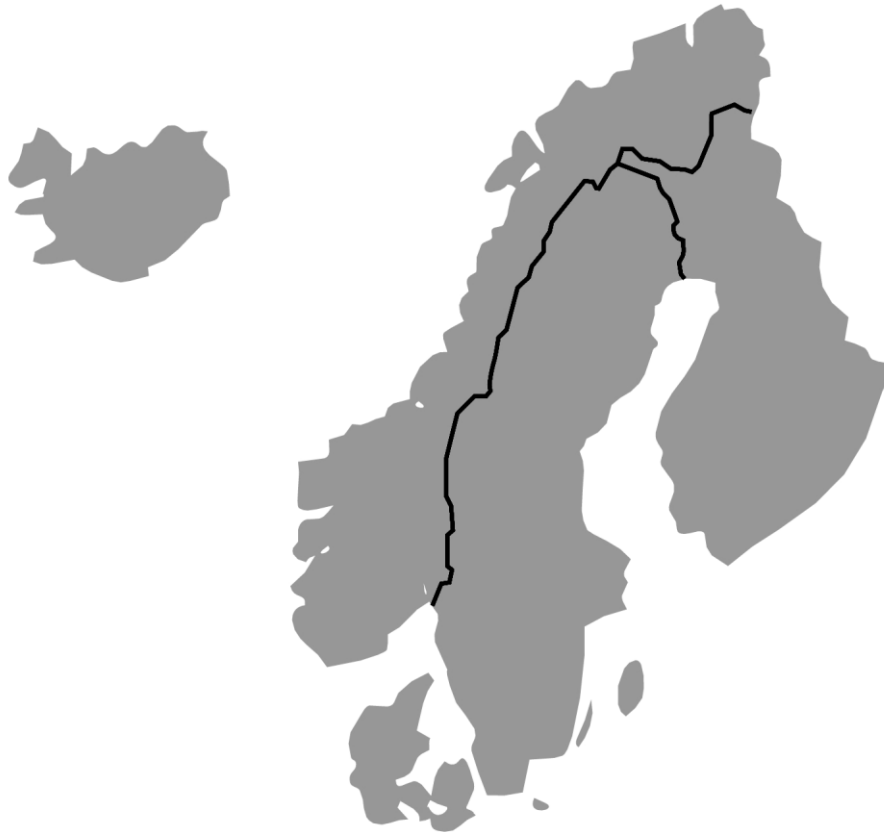


NORDIC MINISEMINARS



NCF

Nordic Concrete Federation MINISEMINARS

The Nordic Concrete Federation Research Committee (RCNCF) promotes miniseminars in order to facilitate research, research influence/information exchange and research application.

Since 1975, more than 80 miniseminars have been organised.

The objectives of this introduction includes motivation of - as well as practical guidelines for organising of - such miniseminars for the benefit of Nordic co-operation within concrete research.

The miniseminars are meeting places with a specific topic on the agenda and involves a limited number of attendents, enabling them to present and discuss their research results and direction. Such meeting places develop networks, facilitate cross border knowledge distribution of on-going actions and exchange of experience. Joint actions and further co-operation may also be initiated. Active participation and exploitation of the miniseminar opportunities provide valuable input to the attendents and return on the involved costs.

RCNCF promotes the initiation of miniseminars and facilitates publishing of the miniseminar reports under the NCF umbrella, but each seminar is organised by one or more of the involved partners. RCNCF may assist in accessing contacts or potential ressources, e.g. promoting the seminar via the its network, web pages or news letters of the national associations. Funding is normally the responsibility of the organisor and the attendents.

For NCF miniseminars, the following principles apply:

- The miniseminars covers a specific topic.
- The topic is defined by the organiser(s) or by RCNCF.
- RCNCF must be informed, via its national representation (<http://nordicconcrete.net/about-ncf/the-research-council-rcncf/>), and approve the issue, by delegation to the secretariat.
- The objectives include exchange of experience, discussions of results/ideas and improved co-operation.
- The target group includes individuals working with concrete related research at universities, research institutes, industry or authorities.
- Participants may be directly invited by the organiser(s), but RCNCF may assist in accessing interested parties via its network. RCNCF will facilitate cross border information via the national concrete associations and on the NCF web.
- International specialists or guests may be invited.
- The number of attendants should enable fruitful discussions (we recommend between 10 and 25).
- All attendants are expected to contribute with introductions and/or in the discussions.
- Written, individual contributions are not mandatory from the RCNCF viewpoint. Still, presentations may facilitate the discussions, and concluding abstracts (e.g. 2-5 pages per contribution, submitted after the seminar) may facilitate the reporting:
- The following options for reports exist:
 - A single summary article comprising the objectives and results/outcome of the seminar may be submitted for publishing in Nordic Concrete Research on normal terms, also including a list of participants and adequate references.
 - Depending on the volume of the outcome and the available space in the succeeding, regular issue of NCR, the option above plus individual articles may be included in that issue on normal terms.
 - A special seminar report of Nordic Concrete Research may be published, normally containing the information above, including a compilation of the individual abstracts. In this case, publishing costs apply and is covered by the attendants or sponsors and must be considered for the attendance fee. Questions regarding estimated publishing organising and costs may be directed to the NCF secretariat, Morten Bjerke at the Norwegian Concrete Association [<mailto:morten.bjerke@tekna.no>].
 - Single or multiple articles may be published as pdf on the web site under www.nordicconcrete.net/events and "Previous"
 - Publication from miniseminars in NCR regular issues is subject to normal review process organised by NCR.
 - Written articles/reports in accordance with NCR writing instructions.
- Depending on publishing above: Communicate to the NCR editor/administration ideas for NCR articles.
- The participation fee (and sponsors contributions) shall be kept at a level covering the direct costs of the seminar only, including publishing (if applicable).

RCNCF appreciates any ideas for miniseminars and initiatives for organising. An updated list of the committee members as well as additional information may be found on our web page. Do not hesitate to contact your national representatives.

Best regards

The Research Committee of the Nordic Concrete Federation
November 17th, 2016

<http://www.nordicconcrete.net>