



Presentation Guidelines

Timing

Symposium Speakers:

- Presentation time for each symposium presentation slot is 30 minutes including Q&A (unless otherwise indicated on the programme)

MTP & MTE Speakers:

- Presentation time for each MTP and MTE slot is 60 minutes including Q&A

Special Initiative Speakers:

- Please check your special initiative programme for specifics regarding your presentation slot. Each presentation time allocated includes time for Q&A – please plan accordingly.

Preparation

PowerPoint: Preparing Your Media for Onsite Presentation Submission:

- PPT slides sizes should all be 4:3, except presentations that will be done in the Auditorium. These PPT slide sizes should be 16:9
- Please use the ICE2018 Introduction Slide as the first slide of your presentation. It will be used for internal organisation and sorting purposes.
- Save all your files to a USB Storage Device.
- Special note about videos & DVD: If you plan to play a video or DVD as part of your presentation, please notify a technician in the Speakers' Preparation Room so that they can check the quality and link in your presentation and arrangements can be made for assistance in the meeting room (for DVDs).
- When building your presentation, make sure that you save any external files linked within your presentation in the same folder as your presentation.
- When creating your media for transportation, copy the entire folder to the disk.
- It is advisable to make a back-up copy of your files and transport it in a separate piece of luggage.

Movies:

- Movies in PowerPoint: Using the WMV format is the safest way to ensure that movies are embedded in PowerPoint i.e. it becomes part of the PowerPoint file. PowerPoint references most other video formats i.e. it remains an external file.
- It is imperative that you check your movies in the Speakers Preparation Room if your presentation contains video files.
- Please be aware of the size of your video files. In most cases, lower resolution video files are very effective.
- While the technical team try to support as many PC video formats as possible, they can only accept movies under the following conditions:

Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as **MPGs**, **WMVs**, or with the following **AVI** codecs: **MPEG-4** (Divx, Xvid, or WMVs).

Flash content (**SWF**) is fully supported.

Apple QuickTime formats such as **MOV**, **QT**, or **DV** files are **NOT** supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in [Considerations for Mac Users](#).

MAC Users:

All presentations will be run from Microsoft Windows machines and the following need to be considered:

- All presentations created on Mac's need to be saved in PPTX format or alternatively PDF format.
- Do not make use of special Font's or Transitions in your presentations as this will not work.

Note: It is important that movies do not completely fill the screen. In the meeting room, presenters will only have a mouse to advance the slides. Presenters can only advance the PowerPoint with a mouse by clicking on the slide, not the movie itself.

Fonts: The Technical Team only supply fonts that are included with Office 2010 or later. If presenters need a specialised font, it should be embedded into the PowerPoint presentation. For instructions on this process, please click on the following link: <http://support.microsoft.com/kb/826832/en-us>

On-Site:

Audio-visual equipment:

All venues will have standard audio-visual equipment available which include a sound system and microphones plus a data projector with a presentation laptop. Presenters will not be allowed to use their own laptops. All presentations will be uploaded in the Speakers Preparation Room.

Speakers Preparation Room (Meeting Room 1.51 & Meeting Room 1.52):

All presenters and invited speakers are requested to visit the Speakers Prep room, at least one day before their session.

Presenters who are not planning to use a PPT presentation still have to check in at the Speaker's Prep room to advise the team of their planned presentation format.

Operational times:

Friday, 30 November	14:00 – 17:00
Saturday, 1 December	07:30 – 18:00
Sunday, 2 December	06:00 – 17:00
Monday, 3 December	06:00 – 17:00
Tuesday, 4 December	06:00 – 12:30

Should you require any further assistance, please do not hesitate to contact the conference office.

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Kind regards

ICE - SEMDSA 2018 Speaker & Abstract Management Team

Abstract Queries:

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Office hours: 08h30 – 17h00 (Monday – Thursday) and 08h30 – 16h00 (Friday) – GMT+2.