

Presentation Guidelines

SPEAKER GUIDELINES

1. A total of 20 minutes has been allocated for each speaker. 5 minutes will be used for questions and 15 minutes for the presentation. Time keeping will be administered by the Chair of the session.
2. Speakers presenting on the first day of the conference need to upload their presentations at least two hours prior to their presentation directly in the presentation venue. Speakers on remaining days are requested to kindly upload their presentations in the presentation venue during the tea or lunch break before they are due to present. Presentations need to be handed in on a USB stick.
3. Embedded video clips in presentations: Please notify the technician of any video clips that are in your presentation so that these can be correctly embedded or tested. Please make sure that all embedded files/video clips are saved as independent files in the same folder as your presentation. There will be NO Keyboard or Mouse to progress your slides, only a wireless presenter, please ensure that all media files are set to start “automatically” and NOT “when clicked”.
4. Software: For compatibility purposes the AV Company is using PowerPoint for all presentations. Please ensure that your presentation is created in PowerPoint - PDF presentations will also be accommodated. The default ratio for projectors at MSSA 2017 is 16:9 (high definition). Please plan your slides accordingly. Alternatively, the 4:3 ratio will work; however, there will be black vertical bars on either side of your projected image.
5. Hardware: In order to ensure a smooth presentation, the AV Company uses its own integrated systems. Unfortunately, as a result, no personal laptops can be used in presentations. MAC users will be allowed to use their own laptops and a cable will be provided at the lectern. Please ensure that all appropriate adaptors are brought along. You will be provided with a wireless presenter to control your presentation from the lectern. It will have a forward button, back button and a laser pointer on it. Ask the technician in the presentation venue to demonstrate the wireless presenter to you ahead of time.
6. Microphones: There will be a lectern mic in all rooms for you to present from. Countrymen (headset) mics are also available in the main conference room (Pearl room). If you prefer to use a countryman mic, please make sure you report to the technical 5 min before your session in order to be set up accordingly.
7. Speaker Preparation Room: There will be a speaker preparation room (Emerald room) available for your use with laptops if you would like to work on your presentation and make any updates. The speaker preparation operation times are as indicated below;

Monday, 5 December: 07:00 – 17:00
Tuesday, 6 December: 07:00 – 17:00
Wednesday, 7 December: 07:30 – 17:00
Thursday, 8 December: 07:30 – 13:00
8. Copyright: We will not distribute your presentation without your permission.
9. Venue: You will be introduced by the chairperson before your presentation. Q&A should be included in your presentation time unless a Q&A slot has been allocated on the programme. Please keep to your allocated time so that the programme does not overrun.

POSTER GUIDELINES

1. The poster may not be larger than A0 (Portrait Style). The poster boards available, will not accommodate any larger sizes.
2. Poster adhesive (Velcro) will be available for your poster at your designated poster board
3. Exhibitors are requested to make 20 x A4 copies of their posters for placement next to the poster
4. A4 plastic sleeves will be provided at the poster boards for the poster copies and your business cards if available
5. Posters will be presented during the poster sessions scheduled for Tuesday the 5th and Wednesday the 6th of December starting at 4pm.
6. Authors will be required to do a 10 min presentation in front of their poster during the session in which it is allocated (7 min for presentation and 3 min for questions). Posters must be set up on the 5th from 07h00- 09h00 and must be removed by 2pm on Thursday, 7th December.
7. Posters need to be displayed for the entire conference. The conference cannot take responsibility for any unclaimed posters. Posters not collected by 5pm on 7th December will be discarded.