

**ORAL PRESENTATION GUIDELINES: IN-PERSON**

**Oral Presentations – In Person in Cape Town**

* PowerPoint and pdf presentations are acceptable – please supply a copy of your slides by **20 June 2022** (we will send you a link to upload the slides). Should you be using another slide format, please let us know in advance so that we can check compatibility with our technical team.
* Arrive at the conference centre and check-in at least 24 hours prior to your presentation.
* Check-in with the technicians at the technical desk in the venue at least 30 minutes prior to the start of your session.

**Timing**

* Presentation time for each oral presentation slot is 15 minutes including Q&A (either 10min presentation and 5min Q&A or 12min presentation and 3min Q&A).
* Please adhere to the time limit for your presentation to ensure that the programme runs according to schedule.
* You received an email from [abstract@soafrica.com](mailto:abstract@soafrica.com) detailing the specifics regarding your presentation on the programme.

**Preparation**

**PowerPoint:  Preparing Your Media for Onsite Presentation:**

* PPT slides sizes should all be 16:9 aspect ratio
* Please use the ISEC 2022 Introduction Slide as the first slide of your presentation.  It will be used for internal organisation and sorting purposes.
* Upload all your files onto the speaker portal (your link will be sent through under separate cover)
* Special note about videos: If you plan to play a video or DVD as part of your presentation, please notify us in advance so that we can check the quality and link in your presentation. Please upload a copy of the video file in the speaker portal.
* When building your presentation, make sure that you save any external files linked within your presentation on the presentation portal.
* When creating your media for transportation, copy the entire folder to the disk. Bring a back-up copy of your presentation on a USB flash drive with you.
* 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 with the technician at the venue during the break prior to your presentation.
* 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 needs 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 onto the presentation laptop in the venue in advance.

**Speakers Preparation Room:**

There will not be a dedicated speakers preparation room onsite. Please check in with the technician at the AV desk inside the venue that you will be presenting in – at least during the break prior to your presentation.  