Oral Presentation Guidelines

Preparation:

Standard presentations slots are 15 minutes: 12 minutes for the presentation and 3 minutes for Questions and Answers (Q & A).
Invited speakers' slots will be 30 minutes: 25 minutes for the presentation and 5 minutes for Q & A.

PowerPoint: Preparing Your Media for Onsite Presentation Submission:

- PPT slides sizes should all be 4:3, except presentations that will be done in Auditorium 1 on Monday 28 August. These PPT slide sizes should be 16:9.
- Please use the Joint Assembly 2017 Introduction Slide as the first slide of your presentation.
- Save all your files to a USB Storage Device.
- Special note about DVDs: If you plan to play a DVD as part of your presentation, please notify a technician in the Speakers' Preparation Room so arrangements can be made for assistance in your meeting room.
- When building your presentation, make sure that you include any external files utilized 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.

  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 specialized 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.

Speakers Preparation Room:
All presenters and invited speakers of sessions, business meetings and workshops are required to visit the Speakers Preparation room, <u>at least one day before their session</u>.
Presenters who are not planning to use a PPT presentation still have to check in at the Speaker's Preparation room to advise the team of their planned presentation format.

The room will be equipped with rehearsal stations (computers) for PowerPoint presenters. Presenters should bring their presentations on a USB drive, to have it uploaded onto the server. The presentation will be sent to the assigned meeting room via the local network (LAN). Presenters should NOT plan to download presentations directly in their assigned meeting room.

The Speakers Preparation room/area will be in the Exhibition Hall (Ball Room) on the first floor at the Convention Centre.

<u>Operational times</u>:

Saturday 26 August	Presenters in the iCACGP meeting can load presentations directly in the meeting room
Sunday 27 August	12h00 – 18h00
	Presenters in the iCACGP and IAMAS and IAGA business meetings can load presentations directly in the meeting room
Monday 28 August -	07h30 – 18h30
Tuesday 29 August	07h45 – 18h30
Wednesday 30 August	07h45 – 18h30
Thursday 31 August	07h45 – 18h30
Friday 1 September	07h45 – 14h00

Should you require any further assistance please do not hesitate to contact the conference office.
E-mail: simone@soafrica.com Tel: +27 (0)21 422 2402.