



Biennial Conference and Exhibition

12 - 14 JUNE 2024, DURBAN,
KWAZULU-NATAL



ORAL PRESENTATION GUIDELINES

Thank you for accepting to present an oral presentation at The WISA 2024 Biennial Conference & Exhibition (WISA 2024). Below are the guidelines & instructions of how the oral presentation sessions will work and action that needs to be taken over the next few days.

WHAT ARE THE NEXT STEPS?

The next step would require the following action:

1. Prepare your presentation. We will need to receive your presentation ahead of the start of your session at least 2 hours prior to be handed to the technical desk in the room.
2. We require your **presentation in PowerPoint format** – Please see the template attached. (compulsory).
3. Check-in with the technicians at the technical desk in the venue at least 2 hours to the start of your presentation.

Presentation Guidelines for Oral Presentations

Please adhere to the time limit for your presentation to ensure that the programme runs according to schedule. The updated programme will be available on the website, please visit the website for regular updates. <https://www.wisa2024.co.za/programme/>

Preparation

PowerPoint: Preparing Your Media for Onsite Presentation:

- PPT slides sizes should all be **16:9 aspect ratio** as per the template provided.
- Special note about videos: If you plan to play a video as part of your presentation, please notify us in advance so that we can check the quality and link in your presentation **(9 June 2024)**.
- When building your presentation, make sure that you save any external files linked within your presentation.
- 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.



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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.

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. (2 hours prior). *You will not be able to view your speaker notes, therefore it is advisable to print these out.*

Presentation Times:

Please check the conference programme for the exact time, session, and the order in which you will be presenting within your session. <https://www.wisa2024.co.za/programme/>

Note: *As the programme is changing constantly, times are subject to change. Please check back regularly for updates to your presentation time.*



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You have been allocated **20 minutes** to present your abstract. Please ensure that these time frames are adhered to. It is advised that you work on one (1) slide per minute to ensure you stick to the time allocations.

TIP: Practice your presentation a few times to ensure that you complete your presentation well within the time limit.

Once your presentation is finished, you will have an opportunity to address any questions and/or discussion with the delegates. The session chairs will facilitate the Q&A:

- All Q&A will be managed by the session chairpersons
- You will be invited on stage with presenters in your session for a Q&A at the end of the session. **(10 minutes Q&A)**

Ideally the author of the abstract should be available to do the presentation. A Co-author may present on your behalf should you not be able to attend please notify us regarding this change by **15 May 2024**.

Where to hand in your presentation?

Speakers are required to visit the Speaker Preparation Area (DICC, Arena – Ground Floor) least one day before your presentation (if you are in the first session for the day) and no later than 3 hours before your allocated presentation time.

Please find attached Presentation Template in this email for you to make use of.

The requested way to save the presentations will be as follows. Please adhere to this way of saving your presentation(s) **Day | Session | Surname | Presenting time**.

Speaker Prep Room Operating Hours

Tuesday 11 June 2024:	15:00 – 17:00
Wednesday 12 June 2024:	07:30 – 17:30
Thursday 13 June 2024:	07:30 – 17:30
Friday 14 June 2024:	08:00 – 14:00

Yours in professional conferencing,

Charlene Tlhabane

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Office Hours: Monday – Thursday 08h30 – 17h00, Friday 08h30 – 16h00, GMT+2/UTC+2
This office will be closed on South African Public Holidays.