

## **SAIP Conference - Guidelines for Poster and Oral Presentations**

The organisers cannot assume responsibility for any loss, damage or breakage to any display, flash sticks, laptops or other hardware or any valuable item.

### **Posters:**

- Can accommodate up to an A0 **PORTRAIT** (841mm wide by 1189 mm high),
- must be set up for the duration of the relevant session,
- must be set up by one of the authors on the correct display panel as indicated,
- must be presented by one or more of the authors of the material,
- must be in English, and have a title, authors' name and affiliation at the top.
- The text should be at least 20 point (5mm high)
- must summarize the main points of the research and stimulate discussion,
- should not just be a copy of the abstract or the written paper,
- drawings, graphs, figures, charts and pictures must be labeled and large enough to be readable from a distance of 1.5 m,
- must be mounted on the display board with a suitable temporary mounting medium, such as Blue tack or double-sided tape (thumbtacks, drawing pins, pins etc. are not permitted), or with the *mounting material which will be on sale at the Registration and Information desk at R 10 per set.*
- should not be advertisements or commercial publicity and have no reference to trade, company or product names (posters breaching this rule will be removed by the organisers).

### **Oral Presentations:**

- can be presented from the provided Windows laptop (see below) or from your own laptop (Windows / Linux / MAC) if it has a VGA out port (15 pin D-sub compressed)
- be designed for correct display in 1024 x 768 resolution
- be uploaded as PDF to the SAIP Event Management System (Indico) at least 1 day before the scheduled timeslot if possible (as a backup),
- must be submitted and uploaded on the presentation device at least 1 session before the allocated time slot, preferably with a USB flash drive, CD or DVD
- must be verified to ensure that all special mathematical , video and animations display correctly,
- should be started strictly on-time,
- usually have a 20 minute timeslot which includes 3 to 5 minutes for questions or discussions and 1 minute transition period for the next speaker to set-up. Please adhere to the time schedule and keep within the allocated time.
- **AUDIO-VISUAL EQUIPMENT AVAILABLE AT EACH VENUE:** Standard data projector and screen, Laptop with Windows 7, MS Office 2010, Acrobat reader, USB ports and a DVD drive, podium, lapel microphone and pointing device.