Instructions for Oral Presentations at SAIP2011

1. To enable delegates to switch between sessions, it is essential that that you start your talk at the scheduled time.
2. Unless you have been invited to give a longer talk, your talk will last for 9-10 minutes only. There will then be three minutes for questions and a farther two minutes for the transition to the next talk.
3. Microsoft Office 2003, 2007 and 2010, as well as Adobe Reader 10, are available at each venue. The preferred format for talks not containing animations and/or video clips is PDF.
4. Talks must be loaded by the technical assistant at the scheduled venue, prior to the session in which you are scheduled to talk. Bring an electronic version of your talk on a USB stick, CD or DVD. Test all special mathematical fonts, video clips and animations prior to your talk.

AUDIO-VISUAL EQUIPMENT AVAILABLE AT EACH VENUE:

• Standard data projector and screen.

• Laptop with Windows 7, USB ports and a DVD drive.

• Podium, lapel microphone and pointing device.