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 before 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' names and affiliations 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,
- Poster adhesive will be supplied at each poster board
- 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).
- should be removed by lunch time on the last day

**Oral Presentations:**

- are presented from the provided Windows laptop (see upload instructions below), a Mac-compatible port will be provided at each room for those presenting with their own Macs.
- 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 at the preview room (Yellowwood) 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.