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 labelled 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 (Prestik, 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:

- must be in PDF (V10 or below) or Microsoft PowerPoint or Word (version 2010 or below) format,
- be designed for correct display in 1024 x 768 resolution
- be uploaded to the SAIP2012 website 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, USB ports and a DVD drive, podium, lapel microphone and pointing device.