



Oral Presentation Guidelines

Presentation

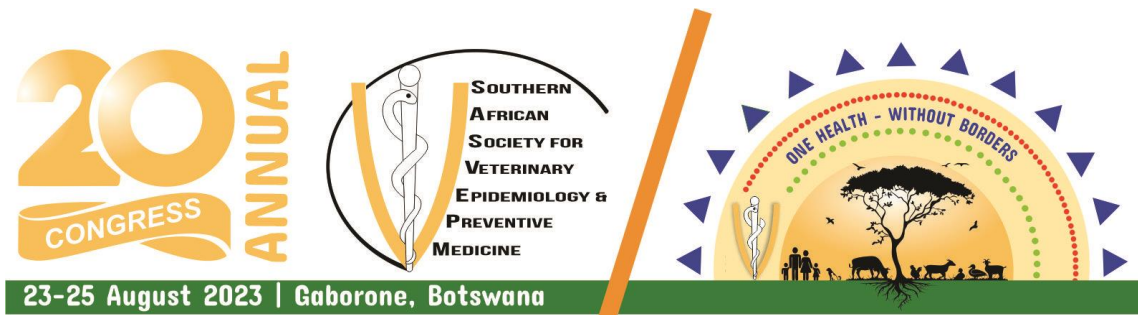
- The time given for oral presentation is **15 minutes only**, then 5 minutes for questions.
- Note that the audience usually reads the text on a slide before they listen to the speaker. So:
 - Minimise the text on the slides to essential information only.
 - Keep it simple.
 - Avoid reading out loud the text as it is on the slides.
- Practice your oral presentation thoroughly beforehand to make sure the timing is correct.

Content

- We recommend that you limit the total number of slides based on the time that you are allocated.
- For a 15-minute talk, about 17 slides with text are suggested as a guide.
- With pictures, it is advised to put no more than 2 per slide for good visibility.
- Make sure any graphs or charts are easy to understand. Check that the caption is large enough to read from a distance.
- Avoid animations and videos unless they are pivotal to the presentation.
- If you must include a video, it is up to you to make sure that it is set up correctly to play. *Please inform Corne if there is a video in your presentation, corne@savetcon.co.za.*
- Referencing, consent for images or tables should be available on request.

Text and Layout

- Please include a **key message slide** at the beginning or end of the presentation. This should highlight the main relevance of your project and the practical application of your findings.
- Recommendations:
 - Plain white background and black text for presentations.
 - Font sizes: Title 40, Subtitle 30, Text 28.
 - A large font is recommended so all text is legible.
 - Use the same font throughout the presentation.
 - Maximum of 7 lines of text per slide. Prefer bullet lists with short sentences.
 - Use italics or bold to emphasise certain words or phrases.
- Remember to check the spelling before sending the final version.



Poster Presentation Guidelines

- Poster presenters must print their own posters and bring them to the congress.
- The maximum poster size is A0 (approx. 84cm x 119cm).
- Poster boards and the means to attach them will be provided by SASVEPM.
- The posters will be on display throughout the congress.
- Presenters have been notified of which poster session they are allocated to. Each poster presenter must stand by their poster and present it to interested audience members during their allocated session in the program.
- If a presenter is not there during the allocated time, then they will not be considered for the “Best Poster Presentation” prize.
- SASVEPM does not specify poster presentation formats, but templates are available online ([click here](#) for examples).
- If you experience problems with printing please contact Corne Engelbrecht for assistance, corne@savetcon.co.za.