

ORAL PRESENTATION GUIDELINES

Oral Abstract Presentations will be 8-10 minutes in total.

TECHNICAL REQUIREMENTS

To guarantee your presentation will be displayed correctly, please note the following technical requirements and general notes:

- Use Office 365 PowerPoint. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .pptx-format and not .ppsx.
- Kindly note that we cannot display a PDF file.
- Presentations must be formatted in a **16:9 aspect ratio.**
- Use high contrasting lettering and fonts with a minimum size of 24pt and high contrast layouts like light text on dark colours. Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout/style of your presentation.
- Note that Apple Keynote presentations must be converted to PowerPoint. If you are a Mac-user, please use PowerPoint for Mac.
- Presentations will be projected in a minimum resolution of 1920 x 1080 pixels. All video/data projectors at the congress can utilize this resolution without a problem.

IMAGES AND VIDEOS

- Save the image you wish to use as a JPG or PNG and set compression/quality to medium or high. (Avoid saving images as TIF files, especially Mac presentations).
- Ensure that your videos are embedded within your presentation. Generally, the MPEG-4 and WMV format should work with no difficulties.
- Save the videos used in your presentation separately on a USB memory stick. In case of problems, we can re-insert the original items.
- Pictures and animation links to the internet or other files will **NOT** be accessible.
- All movies should be set to start automatically. If you require further information, please let me know so that we can assist.
- As a general rule, be careful to respect the rights of all authors and the anonymity of all individuals.
- Important, when you save your PowerPoint file, click on File>Options>Save>Embed fonts in the file. This will ensure that your fonts used won't lose its formatting.

CONTENT STRATEGY ADVICE

We suggest a method which helps speakers get their message to the audience more effectively:

- Maximum of one clear idea or topic per slide.
- Concise slides by keeping text short and avoiding too many bullet points.
- Provide a new visual every minute.
- Use standard Windows fonts only: font size 24 can be read easily.

- Break your presentation into a series of 3-to-4-minute segments alternating storytelling and learning:

You will be able to facilitate slide transitions with an electronic slide-transition device. Please note that personal laptop computers or notebooks cannot be linked to the presentation system unless advance arrangements have been made. There will also be a comfort monitor in front of the stage where you will be able to see your slides. Presenter view is not supported.

SUBMISSION OF PRESENTATIONS

Please submit your final presentation, in Microsoft PowerPoint format, to Corné Engelbrecht at corne@savetcon.co.za or via www.wetransfer.com or Google Drive by no later than **Thursday 26 November 2026.**

Presentations may also be submitted on arrival at the Congress, for uploading onto the presentation system. Please arrive at least 2 hours prior to your presentation.

POSTER PRESENTATION GUIDELINES

- Poster presenters must print their own posters and bring them to the congress.
- Should you wish to have your poster printed by the Organisers in South Africa, the cost will be R650. To make payment, please click on this link: **PAY NOW**
    - Once payment has been made, please send your poster in print-ready PDF to corne@savetcon.co.za by no later than 06 November 2026.
- The maximum poster size is A0 (approx. 84cm x 119cm).
- Posters must be printed on 180 gsm paper.
- **Poster must not be laminated, or printed on material etc.**
- Poster boards and the means to attach them will be provided by FAIS.
- 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.
- Poster Guidelines: **http://colinpurrington.com/tips/academic/posterdesign/**