

GUIDELINES FOR PRESENTERS

- ◆ Congratulations on presenting at SAAHE 2024! Ensure that you have registered by 30 March 2024 to confirm your participation.

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- ◆ Any conflict of interest must be declared at the start of your presentation.
 - ◆ All venues will be equipped with a screen, data projector, sound system, microphone and laptop. Technical support will be available in each venue for the duration of the conference.
 - ◆ The conference programme will be available on the [website](#). Please make note of the day and session allocated to your presentation and arrive timeously for your session.
 - ◆ Please bring your presentation on a USB stick.
 - ◆ Presentations to be saved as: Surname_time of presentation_session number_day.
 - ◆ Your presentations must be loaded per the schedule provided below, at the presentation venue, with the venue technical support.

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- ◆ For compatibility purposes, please use Microsoft PowerPoint for all presentations.
PowerPoint presentations must be saved as a .pptx file (16x9 format)
Video presentations (if applicable) should be in mp4 format.
 - ◆ Presentations will be deleted at the end of each day.
 - ◆ If you have embedded video clips in your presentations:
Please notify the technical support of any video or audio clips that are in your presentation. Please make sure that all embedded files/video clips are saved as independent files in the same folder as your presentation. Use pictures/movies/audio files as embedded objects, not as linked files.
 - ◆ A wireless presenter (clicker) will be available, please ensure that all media files are set to start “automatically” and NOT “when clicked.”

- ♦ **Short communications are 10 minutes, followed by a 5-minute question and answer session.** Please be seated at the front of the venue at the ‘reserved’ signs. You will be introduced by the session chair.
- ♦ **Workshops and Debates are 60 minutes each.** Please ensure you have the required set-up materials before your session.
- ♦ **Campfire stories are a live 8-minute talk followed by 7 minutes of audience engagement [15 minutes in total].**
- ♦ **ePosters are 3-minute presentation and a 2-minute question and answer session.** Your ePoster should be saved as a PDF file, in A3 landscape format and must be provided to technical support according to the schedule below. The ePosters will play on a loop and delegates will have the opportunity to view your ePoster at any time during the day. Presenters must be at their poster/screen during the e-Poster presentation time slots as indicated in the programme.
- ♦ **PechaKucha presentation time is 6 minutes and 40 seconds. A question and answer session of 2 minutes will follow your presentation.** This (20x20) presentation format is a slide show of 20 images, with 20 seconds of talk time per slide, no sound and minimal text. Each slide must auto-advance after 20 seconds.

Let your colleagues and networks know that you are presenting! Tweet or post to your social media accounts about what you are presenting. Be sure to include the hashtag #SAAHE2024, and you can find us at:

  @saahe2024

| PRESENTATION LOADING SCHEDULE [AT VENUE-as per programme] | |
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| DAY/DATE | LOADING TIME SLOT |
| Tuesday 25 June 2024 | 12h00-15h00 [at registration desk] |
| Wednesday 26 June 2024 | Session 1: 07h30 Session 2: 12h30 Session 3: 12h30, 15h30 |
| Thursday 27 June 2024 | Session 4: 07h30 Session 5: 12h30 Session 6: 12h30, 15h00 |
| Friday 28 June 2024 | Session 7: 07h30 |

We look forward to seeing you at SAAHE 2024!