



INSTRUCTIONS FOR PRESENTING AUTHORS OF ORALS AND POSTERS

Guidelines for Oral presentation

1. We have allowed 15-minute slots for all presentations. This includes 12 minutes for presentation and 3 minutes for questions. We will only accommodate questions if time allows.
2. Presentations must be prepared in PowerPoint. To ensure compatibility, save your presentations in both newer (pptx) and older (ppt) file formats. Video files should be imbedded in the Power point slideshow.
3. All presenters must make their presentations available to the conference technical assistant between 7:15am and 7:45am in the conference venue on the day of the presentation.
4. All speakers are requested to have their presentations available on a memory (USB) stick.

Guidelines for Poster Presentations

1. The posters must be **in portrait orientation** and be made up to **size A0 (1200 x 850 mm – maximum size to fit the poster panel)**.
2. There will be formal poster sessions during which time authors and/or representatives for these posters must be available to provide further details to delegates.
3. The organizers will assist poster presenters to attach their poster to the poster panels provided on Tuesday, 10 September 2024 before the opening of the conference, on the third floor of the J Mouton Building. (the organizers to provide the double sided tape for the posters)

Venue information

Jan Mouton Learning Centre

Stellenbosch University, De Beer Rd, Stellenbosch Central, Stellenbosch

Parking:

Neelsie Student Centre – On the corner of Merriman Avenue and De Beer Road.

- Underground parking can be accessed from De Beer Road
- The first 30 minutes are free, afterwards there will be a parking fee that increases per hour.

Parking areas in Stellenbosch Central

- Parking space off Victoria Street behind the Town Hall – paid parking available (7 minute walk from the conference venue)
- Free parking available along Noordwal-Wes Road but usually taken up quite early in the morning. (10 minute walk from the conference venue)