

PRESENTING INSTRUCTIONS FOR AUTHORS OF POSTERS AND ORALS

POSTER INSTRUCTIONS

1. Presenters are requested to place their posters on the poster panels during Registration at on Thursday, 3 October 2024
2. All posters must be removed at the end of the congress on Sunday, 6 October 2024. The organizers will not take responsibility for posters that remain up after their allotted time.
3. Presenters must please ensure that they are available to discuss their poster during the poster sessions.
4. Presenters are responsible for printing and transporting their posters to the poster exhibit.

Poster Dimensions

1. Poster panels are white styrene panels and 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. Posters will be affixed to the panels by double sided tape which will be supplied by the Organizers on site.

ORAL INSTRUCTIONS FOR REGISTRARS

1. The Congress program is full, **so we request that all presenters adhere to the schedule.**
2. The presentation file should ideally contain approximately 7 - 10 PowerPoint slides based on the allocated presentation time.
3. All presenters are required to **submit their presentation file on a USB memory stick** during registration on the **first day of the congress** or at least one day prior to the day of their session.
4. A technician will be available at the Speaker Preparation Desk to assist speakers to upload their presentations. The power point files must be named with the presenting authors family name and first name.
5. Please note that it is **not possible to use your own computer** for your presentation.
6. Prior to your session, it is important to **meet with the chairperson 15 minutes early in the congress venue** to familiarize yourself with the set-up.
7. Should your presentation contain links to video files. You must also **bring your video files** to the operator. All videos linked to PowerPoint slides must be checked to ensure proper functioning.