ORAL PRESENTATION GUIDELINES

We are delighted to inform you that your abstract was accepted for an Oral Presentation!

Below are the Guidelines and instructions for how the Oral Presentation sessions will work and the actions that need to be taken over the next few weeks.

We wish to take this opportunity to inform you that we will contact successful applicants who have applied for funding to ICID 2024 in the next few weeks.

WHAT ARE THE NEXT STEPS?

The next steps would require the following action:

- Prepare your Oral Presentation. We will need to receive your Oral Presentation ahead of the start of your session at least 4 hours prior to being handed to the Technical Desk in the **Speaker Preparation Room 1.52 (Level 1)** at the Cape Town International Convention Centre (CTICC)
- We require your **Oral Presentation in PowerPoint format** – Please see the template on the website https://isidcongress.org/
- You will receive a Mobile App login 1-week prior to the Congress. Please upload your 100-word biography and headshot JPEG or PNG image of yourself by December 2, 2024. This will be used for the session chair introduction.
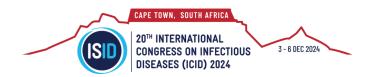
Presentation Guidelines for Oral Presentations

Please adhere to the time limit for your Oral Presentation to ensure that the program runs according to schedule. The updated programme will be available on the website. Please visit the website for regular updates. https://isidcongress.org/program/

Preparation

PowerPoint: Preparing Your Presentation

- PPT slide sizes should all have a **16:9 aspect ratio** as per the template provided.
- Special note about videos: All embedded videos must be tested and checked in advance at the Technical Desk to be sure they will work properly.
- When building your Oral Presentation, please make sure that you save any external files linked to your presentation.
- When creating your Oral Presentation for transportation, copy the entire folder to the disk. Then, bring a backup copy of your Oral Presentation

on a **USB flash drive** with you.
- It is advisable to prepare a backup copy of your files and transport it in a separate piece of luggage

Flash content (SWF) is fully supported.

Apple QuickTime formats such as MOV, QT, or DV files are <u>NOT</u> supported in Windows PowerPoint. Options to convert these movies to a Windows-compatible AVI are discussed below in <u>Considerations for Mac Users.</u>

<u>MAC Users:</u>

All Oral Presentations will be run from Microsoft Windows machines and the following needs to be considered:

- All Oral Presentations created on Macs need to be saved in PPTX format or alternatively PDF format.
- Do not make use of special Fonts or Transitions in your presentations as this will not work.

<u>Note:</u> It is important that movies only partially fill the screen. In the meeting room, presenters will only have a mouse to advance the slides. Presenters can only advance the PowerPoint with a mouse by clicking on the slide, not the movie itself.

<u>On-Site:</u>

Audio-visual equipment:

All venues will have standard audiovisual equipment available, including a sound system and microphones plus a data projector with a presentation laptop. Presenters will not be allowed to use their own laptops.
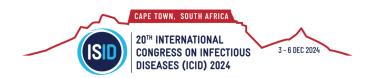
All Oral Presentations will be uploaded onto the presentation laptop in the venue in advance (4 hours prior). *<u>You will not be able to view your speaker notes, therefore it is advisable to print these out.</u>*

<u>Presentation Times:</u>

Please check the Congress program for the exact time, session, and the order in which you will be presenting within your session.

<u>Note:</u> *As the Programme is changing constantly, times are subject to change. Please check back regularly for updates on your presentation time.*

Your talk will last 7 minutes. Please adhere to the time regulations so that all speakers in the session have equal time allocated for their presentations and Q&A.

TIP: Practice your Oral Presentation a few times to ensure that you complete it within the time limit.

Once your presentation is finished, you will have an opportunity to address any questions and/or discussions with the delegates. The session chairs will facilitate the Q&A:

- All Q&A will be managed by the session Chairpersons
- You will remain on stage until the end of the Q+A.

Ideally, the author of the Oral Presentation should be available to give the presentation. A co-author may present on your behalf should you not be able to attend. Please notify us regarding this change by **October 1st, 2024.**