

2023 Wits Biennial Surgical Symposium

Presenter Guidelines

- ✓ The venue will be equipped with a screen, data projector, PA system and microphone, lecturn and PC. There will be technical support in each venue for the duration of the conference.
- ✓ Please bring your presentation on a USB stick.
- ✓ Presentations to be saved as: Surname, presentation time, day (e.g. Smith 12h00 Monday).
- ✓ Load presentations per the schedule provided below, in the presentation venue, with the venue technician.

✓ **COPYRIGHT:**

We will not distribute your presentation without your permission. Your presentation will only be uploaded to the conference website after the conference, if you have given permission.

✓ **EMBEDDED VIDEO CLIPS IN PRESENTATIONS:**

Please notify the technician 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”.

✓ **SOFTWARE:**

For compatibility purposes use Microsoft PowerPoint for all presentations. Notes view will not be available.

- PowerPoint presentations must be saved as a .pptx file (16x9 formats)
- Video presentations (if applicable) are to be in mp4 format.

Oral Presentations:

- ✓ Please in the front row of the venue. All speakers in session will be introduced at the start of the session.
- ✓ Please load during the allocated slot below, if the technician is not busy at any particular time outside of the allocated loading time, please feel free to load your presentation.

Presentation Loading Schedule

Monday 26 June 2023		Time Slot
08h25 – 10h00	Session 1	07h00 – 08h00
10h30 – 12h50	Session 2 3	10h00 – 10h25
14h00 – 15h35	Session 4	12h50 – 13h50
16h00 – 17h35	Session 5	15h35 – 15h55
Tuesday 27 June 2023		Time Slot
08h05 – 10h25	Session 6 7	07h00 – 07h45
10h50 – 12h25	Session 8	10h25 – 10h45
13h00 – 15h50	Session 9 10	12h25 – 13h00
16h10 – 17h45	Session 11	15h50 – 16h00