

All presenters and co-presenters must pre-register, presentations will be in-person only, to register visit www.inorms2023.org

ORAL PRESENTATIONS

1. Prepare a **15 minute** oral presentation; presenters will be required to participate in Q&A at the end of session.
2. Only **MS Power Point** will be accepted for oral presentations, saved as .pptx files (16x9 formats).
3. Video presentations (if applicable) are to be in mp4 format.

PANEL DISCUSSIONS

1. Panel Session facilitators must send the final programme to kristy@confpartner.co.za by **1 March 2023**
2. In your planning of the session, allow for discussion time with delegates
3. A chairperson will be appointed to support the presenting panel in-venue

COLLABORATIVE LEARNING SESSION

1. Collaborative learning session facilitators must send the final programme to kristy@confpartner.co.za by **1 March 2023**
2. In your planning of the session, allow for discussion time with delegates
3. A chairperson will be appointed to support the presenters in-venue

WORKSHOPS

1. Workshop facilitators must send the final programme to kristy@confpartner.co.za by **28 February 2023**

POSTER PRESENTATION

1. Poster boards are 2.45m high and 90cm wide.
2. Posters should be printed as:
 - ▶ Portrait style (**NOT LANDSCAPE**)
 - ▶ Size: A1 (594mm x 841mm) OR Size: A0 (841mm x 1189mm) is acceptable
 - ▶ Posters should comfortably fit onto the boards in portrait style. Oversize posters can unfortunately not be accommodated.
3. Poster adhesive will be supplied by the Organisers for each poster
4. A Formal presentation will not be required by poster presenters
5. Poster setup and removal:
 - ▶ **Setup** – 30 May (08h00-17h00)
 - ▶ **Removal** – 2 June between 12h00-13h00 (must be removed by 13h00, posters not collected will be discarded by 14h00)

1. UPLOADING:

- **Please bring your presentation/s on a USB flash drive** and load presentations in the Speaker Preparation Room (Selby's Boardroom - Situated on the mezzanine floor, one floor below the conference centre, look out for the Speaker Prep Room signage)
- **Presentations to be saved as:** Surname, time, venue, day (e.g. Smith 12h00 Venue Name Thursday 1 June)
- The venue will be open as follows: 30 May: 07:30-17:00 | 31 May: 07:00-17:00 | 1 June: 07:00-16:00 | 2 June 07:00-12:00 from 30 May – 2 June 2023; 07h30 – 17h00 and technicians will be on hand to support you.
- Kindly load presentations at least 2 hours before the start of the session you are participating in, ideally early morning or during tea and lunch breaks. The technicians will check fonts, formats, videos and sound to make sure your presentation is correctly formatted.
- **NOTE:** Only workshop presenters on 30 May must load in the venue you are presenting in, all other presenters must load presentations in the speaker room.

2. EMBEDDED VIDEO CLIPS IN PRESENTATIONS:

- Please notify the technician of any video clips that are in your presentation so that these can be correctly embedded or tested.
- 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.
- There will be NO Keyboard or Mouse to progress your slides, only a wireless presenter, please ensure that all media files are set to start "automatically" and NOT "when clicked".
- Video presentations are to be in mp4 format.

3. HARDWARE:

The AV Company uses its own integrated systems so as a result no IBM personal laptops can be used in presentations. Your presentation will be uploaded to a server; from there it gets sent through a secure network directly to the venue that you will be speaking in.

- MAC users will be allowed to use their own laptops and a cable will be provided at the lectern. Please ensure that all appropriate adaptors are brought along.
- You will be provided with a wireless presenter to control your presentation from the lectern. It will have a forward button, back button and a laser pointer on it.

- Ask the technician in the speaker prep room or presentation venue to demonstrate the wireless presenter to you and advise how the digital timer will work. The timer will be controlled by the room tech or chairperson.

4. SOFTWARE:

- For compatibility purposes the AV Company is using MS PowerPoint for all presentations. Please ensure that your presentation is created in MS PowerPoint. Notes view will not be available.
- PowerPoint presentations must be saved as a .pptx file (16x9 format)

5. 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. Should permission not have been given then we will only list an email address next to your name.

6. VENUE:

- Please sit at the front of the venue by the reserved signs.
- You will be introduced by the chairperson before your presentation.
- Please keep to your allocated time so that the programme does not overrun.
- After your presentation you can be seated in the audience again, and at the end of a session speakers may be called up to the stage for Q&A

POSTER PRINTING DETAILS:

Poster printing and delivery to the INORMS 2023 Congress venue - can be arranged with denver@icube.co.za
Please arrange in advance (i.e. no later than 25 May 2023)

A0 Poster Package R 495.00 (ZAR)

Printed onto 220 Gsm Gloss poster paper | Packaged individually | Labeled per delegate and delivered

A1 Poster Package R 295.00 (ZAR)

Printed onto 220 Gsm Gloss poster paper | Packaged individually | Labeled per delegate and delivered

Arrangements and payment are to be done directly with the supplier. Both committee and congress organisers will not take responsibility for the arrangements (including production, payment and delivery).
