



## **PRESENTER GUIDELINES-TIME ALLOCATION**

- Each presenter will have 30 minutes, 20 for the presentation and approximately 10 minutes for questions, answers and discussion.
- The session chair will have instructions to give you signals as to when there are 5 minutes remaining, 1 minute remaining and when your time is up.
- By sticking to these guidelines we will also have the opportunity to debate the session topic holistically after the papers have been presented.

## **GUIDELINES TO AUTHORS FOR PREPARING PRESENTATIONS**

- The laptop to be used for during all sessions will be running on the Windows XP operating system and have the Microsoft Office 2007 suite installed.
- You are requested save your PowerPoint presentations either on to a USB memory stick or a CD. Though for the ease of use, USB sticks are preferred.
  - We also advise that you make an extra copy on another USB memory stick or CD as a back up.
- A laptop and LCD projector will be set up in the theatres on both days. To ensure that presentations are not delayed, we request you to refrain from bringing your own laptops into the session because we can only provide support on our own equipment and unfortunately not Mac or Vista users.
  - Please do not bring any other formats for your presentations
  - There will be no internet access in the presentation rooms.
- We also request you to arrive at your session 15 minutes prior to the start of the session. This will allow enough time to resolve any issues and help prevent delays with regard to the start of the session.