



ORAL PRESENTATION GUIDELINES

Thank you for accepting to present at the 16th International Conference on Mercury as a Global Pollutant (ICMGP 2024). Below are the guidelines & instructions of how the oral presentation sessions will work and action that needs to be taken over the next few days.

WHAT ARE THE NEXT STEPS?

The next step would require the following action:

1. Prepare your presentation. We will need to receive your presentation ahead of the start of your session at least 2 hours prior to be handed to the technical desk in the room.
2. We require your **presentation in PowerPoint format** – Please see the template attached. (compulsory).
3. We will need to receive your **100-word biography** and **head and shoulder jpeg image** by **30 May 2024**. (charlene@soafrica.com). This will be used on the mobile app, website and for the session chair introduction.
4. Check-in with the technicians at the technical desk in the venue at least 2 hours to the start of your presentation.

Presentation Guidelines for Oral Presentations

Please adhere to the time limit for your presentation to ensure that the programme runs according to schedule. The updated programme will be available on the website, please visit the website for regular updates. <https://www.mercurycapetown.com/>

Preparation

PowerPoint: Preparing Your Media for Onsite Presentation:

- PPT slides sizes should all be **16:9 aspect ratio** as per the template provided.
- Special note about videos: If you plan to play a video as part of your presentation, please notify us in advance so that we can check the quality and link in your presentation – **by 01 July 2024**.
- When building your presentation, make sure that you save any external files linked within your presentation.
- When creating your media for transportation, copy the entire folder to the disk. Bring a back-up copy of your presentation on a **USB flash drive** with you.
- It is advisable to make a back-up 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 NOT supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in Considerations for Mac Users.

MAC Users:

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

- All presentations created on Mac's need to be saved in PPTX format or alternatively PDF format.
- Do not make use of special Font's or Transitions in your presentations as this will not work.

Note: It is important that movies do not completely 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.

On-Site:

Audio-visual equipment:

All venues will have standard audio-visual equipment available which include a sound system and microphones plus a data projector with a presentation laptop. Presenters will not be allowed to use their own laptops.

All presentations will be uploaded onto the presentation laptop in the venue in advance. (2 hours prior). *You will not be able to view your speaker notes, therefore it is advisable to print these out.*

Presentation Times:

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

Note: *As the programme is changing constantly, times are subject to change. Please check back regularly for updates to your presentation time.*

The duration of your talk is 15 minutes. Please aim to talk for approximately **10 minutes, leaving 5 minutes for Q+A.** 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 presentation a few times to ensure that you complete your presentation well within the time limit.



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16th INTERNATIONAL CONFERENCE ON
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Once your presentation is finished, you will have an opportunity to address any questions and/or discussion 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 abstract should be available to do the presentation. A Co-author may present on your behalf should you not be able to attend please notify us regarding this change by **1 July 2024**.

Yours in professional conferencing,

Charlene Tlhabane
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Office Hours:

Monday – Thursday 08h30 – 17h00, Friday 08h30 – 16h00, GMT+2/UTC+2

This office will be closed on South African Public Holidays.

Professional Conference Organiser: Scatterlings Conference & Events