



CONNECTED IN DIVERSITY: POSITIONED FOR IMPACT
CAPE TOWN, SOUTH AFRICA. 21-25 MAY 2018

WWW.WFOTCONGRESS.ORG

INFORMATION FOR ORAL PRESENTERS

WFOT CONGRESS 2018 Secretariat:

Think Business Events

Level 1, 299 Elizabeth St

Sydney, NSW 2000, AUSTRALIA

Ph: + 61 2 8251 0045 **Email:** info@wfotcongress.org

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INTRODUCTION

The WFOT Congress 2018 Committee thanks you for agreeing to present your oral presentation at the upcoming **WFOT Congress 2018** to be held at the **Cape Town International Convention Centre**, Cape Town, South Africa from 21st – 25th May 2018. This document has been prepared to assist you with planning a successful presentation at the WFOT Congress 2018.

CHECKLIST

ITEM	Due date
Register and pay registration fees	29 March 2018 (absolute deadline)
Advise/Request audio visual requirements (beyond the standard AV) to wfot2018@gmail.com	10 th May 2018
Prepare any handouts to distribute to delegates (if applicable)	Prior to the Congress
Send your PowerPoint presentation to the WFOT Congress AV team (Core Productions) at: wfot2018@gmail.com	10 th May 2018
Back-up a copy of your PPT file on a USB	Bring to Speaker Preparation Room at the Congress

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REGISTRATION

All presenters must have registered and paid the applicable registration fees and must be able to present at the Congress or organise a replacement to remain in the programme. **Speakers who fail to pay registration fees by 29 March**, risk being removed from the programme at the discretion of the Programme Committee.

There is no reduced registration fee for presenters. If you cannot attend the full congress, please ensure that you are registered for the day/s you are scheduled to present.

Please go to the Registration page on the Congress website at <http://www.wfotcongress.org/registration.php> to register.

Note: The designated contact person is responsible for notifying all co-presenters about registration information.

ABOUT YOUR PRESENTATION

Presentation Length

The time indicated below includes introduction, presentation and question time.

Type	Total	Presentation	Q&A	Slides
Long Oral (Shaded in grey on the programme)	15 minutes	12 minutes	3 minutes	15 (excludes title slide)
Short Oral	7 minutes	7 minutes	At the end of the session	7 (excludes title slide)

Note: Please ensure that your presentation does not go over your allotted time, as every minute that you go over your maximum presentation time is a minute less for presenters later in the session. Therefore, all presenters need to be respectful towards their fellow session presenters.

The presentations will be strictly timed by the Session Chair and the presenter asked to stop talking when the time is up.

Presentation Format

The Congress audio visual will use Microsoft Office PowerPoint.

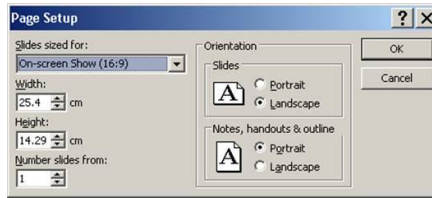
If your presentation was created on a MAC and converted to run on a PC, you must convert your files (eg. Quicktime etc) to **MP4 or WMV files**. Please test it before you come to the congress. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).

If you require assistance with the file conversion, please send request to wfot2018@gmail.com

If you have Mac only presentations (Keynote) you can bring your own Macbooks or similar to plug in at the lectern. You must go to your allocated session room during the catering break prior to your session to test and plug in the machine to ensure all is in order.

Screen Size

Screen size ratio is **16:9**. This is a setting in Microsoft PowerPoint, but to check when setting up your document, click on 'Design' tab, and then click 'Page Setup'. In 'Page Setup', under 'Slides sized for', select "On Screen Show 16:9"



Video Clips and Photos

Any video clips within your presentation are to be in either **MP4 or WMV format** playable in PowerPoint. Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.

As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

Any video files will need to be in the same folder as the PPT to work simultaneously. Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images in their presentations.

Bringing Your Presentation to the Congress

Core Productions will handle all audio visual requirements for the WFOT Congress.

When you have finalised your presentation/s please send it to **Core Productions** at wfot2018@gmail.com by **10 May 2018**. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Congress. If you require any technical assistance, **Core Productions** can assist you.

Note: Any large files (over 10mb) must be sent via a file sharing software such as www.wetransfer.com to the AV Team at wfot2018@gmail.com. We Transfer allows you to send files up to 2GB for free.

All presentations must be labelled with the date of the session, room name, time of session and presenter name with **"WFOT Congress 2018"** in the subject header.

Before sending files please rename all files according to this standard (if a folder contains PowerPoint and video files/ pictures, please rename all files)

Date (of session) Room Name Time (session) Presenter's Name. For example:

21.05.18 Room 220 1300-1500 Arthur King.ppt

21.05.18 Room 220 1300-1500 Arthur King.avi

21.05.18 Room 220 1300-1500 Arthur King.jpg

Even though the presentation has been mailed through, please bring it along on a USB stick.

AUDIO VISUAL AND PRESENTATION

Room Set Up

The session room will be set up with theatre style seating. Standard equipment will include: Lectern, microphone and data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, computer audio and a projection screen. *Any requirements beyond the standard audio visual equipment provided, please email your request to wfot2018@gmail.com by 10th May 2018. Requests cannot be guaranteed after this date.*

NOTE: Internet will be available in the session rooms, but it is advisable to notify AV team if you require this for your presentation.

Speaker Preparation Room

All speakers are required to check in at the Speakers' Preparation room, **1.5.1** at least 2 hours prior to their session, or the day prior. This will ensure their presentation can be opened and loaded onto the Congress computer system. Desktop PC's will be available for final adjustments and updated files can be re-submitted at this stage. A dedicated technician will be available if you require assistance.

The Speakers' Preparation Room is located in the **1.5.1** is on level 1 at the CTICC and will be open during the following times:

Monday 21 May 2018:	12:00 – 17:00
Tuesday 22 May 2018:	07:00 – 17.30
Wednesday 23 May 2018:	07:30 – 17.30
Thursday 24 May 2018:	07:30 – 17:30
Friday 25 May 2018:	07:30 – 16:00

Session Chairs

Please be at the appointed session room at least 10 minutes before your session to meet with the Session Chair and discuss with the Chair and fellow presenters how the session will run.

You may want to:

- Learn how to use the AV equipment
- Note the method that the Chair will use to indicate that your time limit is up
- Note that discussions are to be held within the time limit - at the end of each presentation (long orals) and at the end of the session (short orals).

PROGRAMME

The programme is available on the Congress website. Please go to <http://www.wfotcongress.org/congress-programme.php> to check your session and presentation date and time.

- **Only presenting authors will be listed on the website programme and programme handbook.** ALL authors will be listed in the Congress app.
- **Only authors or co-authors can present at the Congress.** If you are not a listed co author and are presenting on behalf of one of the authors, please contact the Congress Office for prior approval from the Programme Committee.

Scheduling Conflicts

Please contact the Congress Office immediately to advise of any conflicts in scheduling. Requests for changes must be made in writing and as soon as possible.

Note: All requests will be forwarded to the Programme Committee for due consideration, but we cannot guarantee that a change can be made once the programme is finalised.

Withdrawals Policy

If you choose to withdraw your presentation, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters and co-authors about the presentation being withdrawn.

PHOTOGRAPHY

There will be a photographer present over the course of the Congress capturing images. Any images will be retained by WFOT and Think Business Events. If you have any concerns with your image being taken and used in future promotional material, please advise the Congress Office by email at info@wfotcongress.org

AT THE CONGRESS VENUE On Congress Days



Date of Congress:

21 – 25 May 2018 (Monday 21st May is Pre Congress Workshops and Education Day. Oral presentations and other sessions will commence on Tuesday 22nd May).

Congress Venue:

Cape Town International Convention Centre (CTICC)
1 Lower Long Street, Cape Town, 8001
South Africa

Registration and Name Badges

The WFOT 2018 Congress Registration Desk is located at the CTICC and will operate during the times listed below:

Monday 21 May 2018	13:00 – 17:00
Tuesday 22 May 2018	07:00 – 17:30
Wednesday 23 May 2018:	08:00 – 17.30
Thursday 24 May 2018	08:00 – 17.30
Friday 25 May 2018	08:00 – 12:30

On arrival at the Congress, please collect your badge and other materials at the registration desk. Friendly staff will be on hand during the opening hours advised above, to answer your questions and provide information about the Congress, venue and surrounds.

Getting to the Congress Venue

The CTICC is located just outside of the Cape Town city centre. The location provides quick and easy access by car, train, bus or taxi. Please click on the following link for further information:

<http://www.cticc.co.za/maps-and-directions>

Further Information

If you require any further information about registration, programme or venue, please visit the Congress website or contact the Congress Secretariat.

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Level 1, 299 Elizabeth St
Sydney, NSW 2000, AUSTRALIA

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Presentation Recommendations

Here are some tips to help you prepare your PowerPoint file and your presentation on the Congress day. *The guidelines below are only intended as a suggestion*, to help your audience get the most out of your presentation.

PRESENTATION STRUCTURE

An effective oral presentation, supported by the visual PowerPoint presentation, should be structured accordingly:

- 1. Opening**
 - Arouse your audience's interest
 - Demonstrate why the topic is important (ie: why they should listen to you)
- 2. Outline of Main Points**
 - Provide one slide at the beginning of your presentation in the form of a table of contents/agenda to show the topics you will be covering and the order in which you will cover them.
- 3. Detail of Main Points**
 - Follow the order of your outline
 - Limit the number of points you make, since listeners cannot process as much information as readers can
 - Be clear when you are switching to a new point, since listeners cannot follow as easily as readers can
- 4. Conclusion**
 - Give a summary of your main points
- 5. Question Period**
 - Prepare yourself by thinking of possible questions and rehearsing answers ahead of time.

GENERAL TIPS FOR POWERPOINT SLIDE DESIGN

- Produce computer generated PowerPoint images in a standard horizontal format.
- Prepare a duplicate slide or image for emphasis if you need to refer to the same image at different times during your presentation rather than referring the audience back to earlier material e.g. in drawing conclusions or showing before and after images.
- Check that the information on the slide can be comfortably read by the audience by either projecting your Power point presentation in advance, or by reading your presentation on a 15 -17 inch computer screen from a distance of 2 to 3 metres.
- Use 1 slide per minute of your presentation, and 4-5 points per slide.
- Use effective titles. Someone should be able to look at the slide and understand its meaning without any explanation from you.
- Proof your visual aids for spelling mistakes!
- Avoid wordiness. Use key words and phrases only.

Font

- We recommend sans serif fonts (ones without the little stalks on the end) such as **Arial** or **Tahoma**
- Please use large fonts to ensure all participants can read the presentations on the screen. Font size should generally be 18 or greater (preferably at least 20 – 24 for main text and 30 – 36 for titles) with usually no more than six to eight words per line and only six to eight lines per slide (NB the six by six rule – up to six words per line and up to six lines of text per slide approaches the ideal for ease of audience interpretation).

- Except for very short titles, capitalise only the first letter of a sentence or phrase
- Be consistent with your headings and subheadings. Use the same font, size, and color throughout.

Colour

The main goal is to obtain contrast between light and dark not between colours.

Background colours should either be DARK, i.e. **black**, **dark blue**, very **dark green**, very **dark purples** with LIGHT type or vice versa.

For best visibility, type colour should be white or yellow on a dark background.

Never use black print on a red background or red on blue. Green and red combinations of text and background should obviously be avoided. Use additional colours for emphasis only. “Rainbow” slides are distracting.

RED should be avoided unless used boldly on a light background. If red is the background, use mainly clear (white) bold type. Thin red lines on graphs or small red printing against dark backgrounds should be avoided at all times. The human eye is unable to focus clearly on red.

Examples:



File size photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

Use illustrations only if they enhance your presentation or clarify an idea.

Graphs / Charts

Use graphs rather than just figures and words. This makes data easier to comprehend and retain.

If you use graphs or other illustrations, simplify them and use a limited number of captions. Ensure that numeric values on axes are at least 12 pitch font size and preferably greater.

Don't include complex graphs or diagrams that the audiences is expected to decipher.

Special Effects

Remember that computer generated imaging is an aid to your oral presentation and should not become the main source of interest. Do not complicate your visual presentation with too many “special effects” to be distracting.

LANGUAGE

All presentations are to be made in English. If English is not your first language, please take the time to write your presentation and have the grammar proofed by someone.

Speak slowly

Use short sentences and small words

Avoid phrases that are difficult to pronounce