

Guidelines for Presentation of Papers / Videos

Guidelines for Speakers

- Locate your session room in time. You must be in your session room at least 15 minutes prior to the start of the session.
- Please sit in the audience near the dais and be on the dais of your own at the end of the presentation of the previous speaker. Don't wait for your name to be announced.
- Facilities for power point presentation will be provided.
- Please hand in your power point presentations much prior to the start of your session at the preview room.
- Failure to hand in presentations in time could result in presentations not being available for projection when required.
- Follow the chairperson's instructions in particular those regarding the timing of your lecture.
- Brand name CANNOT be used in the title of the lectures; generic (product) name are allowed.
- Use of laptops/pen drives directly in the hall is prohibited.

Eligibility Criteria

- **The presenting author should be a registered delegate for the conference**
- **Only full / associate members of USI are eligible for prize paper categories**

Instructions for Paper Presentations

- Hand over your power point presentation in the preview room long before the start of your session
- A technical person will load your presentation on the computer systems that are used for the power point presentations in the different halls
- Your presentation can be loaded on to the network without problem when it does not exceed 100 MB: larger file can cause problems
- Power point versions accepted are Power Point MS Office 97, Office 2000, Office 2003, Office 2007, Office XP and Office 2010
- Use embedded pictures, do not use images linked to other files. Linked pictures may not show up in your presentation

Instructions for Video Presentations

Please limit your video to 8 minutes.

The recommended video formats are:

- MOV (.mov) – QuickTime movies are the least compatible and are discouraged MPEG4-AVC using H.264/AAC (.mp4)
- Windows Media Video (.wmv)
- AVI (.avi) – a limited number of CODEC is supported.