

AFRICAGEO 2018 – PRESENTER INSTRUCTIONS

Checking of the metadata to be done now

1. Check that your abstract/paper is in the draft proceedings:
<https://africageo.org.za/provisional-programme/>
2. Please check the metadata associated with your abstract/paper:
 - a) Are the authors correct and listed in the correct order?
 - b) Is the title correct?
 - c) If you made changes to your abstract, please check this on the conference paper management system: <http://www.sajg.org.za/index.php/sajg/login> for academic track and <https://www.abstractwiz.co.za/accounts/login/> for the industry track.

If any details are incorrect, send an email to Peter.Schmitz1961@gmail.com for academic track and kendall.james@hexagon.com for the industry track.

Preparing your presentation before the conference:

Presentation content

AfricaGEO2018 has the theme 'Developing Geomatics in Africa: Data fusion – Driving Value and Policy' and submissions have been reviewed on their applicability to this theme as well as technical 'quality'. Submissions have come from academia, industry practitioners, government organisations and industry 'vendors'. The technical programme is primarily aimed at presenting relevant technical and legislative developments relevant to the conference theme. **Marketing of products should be restricted to the Exhibition.** Review decisions were made on this basis and it is thus requested of presenters to ensure that their presentations are in keeping with their abstract and paper submissions.

Presentation Software

To download and use MS PowerPoint slides with the conference logos etc. thereon see <https://africageo.org.za/submission-guidelines/>. Use of this is optional.

Please ensure your presentations are created in 16x9 format to fill the screens.

If you are using presentation software which is not MS PowerPoint, please save your presentation in a Microsoft-compatible. If this has not been done, the conference organisers cannot guarantee that your presentation will be compatible with our systems.

Fonts, images and video links

Please use usual PC fonts for your presentation such as Arial, Times and the Wingdings collection for special characters and other signs.

Images in your presentation should be jpg, .gif, .tif, or .bmp (format .pict prohibited).

Video files attached to your power point presentation must be .mpg, .mpeg, .avi, .wmv. **The format .mov (quicktime) is NOT accepted.** Please use standard Windows CODECs (all versions of Divx, Mpeg 1, Mpeg 2, Indeo 3.2, Microsoft video 1, Microsoft Mpeg-4) to encode your videos. Do not forget, when saving your final presentation to CD or USB Key, to make sure to include your video files if any and all links to these multimedia files!

Presentation backup

It is advisable to email your presentation to yourself prior to travelling.

Length of your presentation

Note as to the length of the presentations including Q&A.

Keynote 45 min

Invited speakers 30 min

Academic Panels 45 min

Industry Forums 45 min

Workshops 90 min

Industry Demos 90 min

Session Presenter 30 min

Podium Presentations 15 min

Lightening Talks 15 min

Tutorials min of 30 min

Toolshed Slots 90 min

Project Expo 90 min

These times may vary as the draft programme becomes final. Please check the programme which gives the speaker's start times. In some instances presentations can become longer if a presenter is absent or shorter if another presenter is added to the session. This will be managed by the Chair of that session. Some flexibility is required on the part of the presenters.

In your presentation time you will be unable to summarize your entire paper. Decide on the essential aspects of the paper you wish to convey before preparing your presentation. Use of graphs and illustrations are preferable to written words. Since you will be speaking, lists and paragraphs of text should not appear. A maximum of 20 slides is recommended for a 25 minute presentation. Plan to speak slowly with some pauses. Presenters will not be allowed to run over their allotted time. It is advised you practice your presentation out aloud and check the length of time you take to deliver the presentation.

At the conference

No personal computers/projectors

Presenters will not be allowed to connect their laptop to the projector, nor bring their own projectors.

Upload your presentation before your session

Presentations should be 'loaded' onto the conference server in the **PRESENTERS' PREPARATION ROOM** at the end of the session immediately prior to the one in which you are presenting (not in the refreshment break prior to your session). There will be a master computer in the **PRESENTERS' PREPARATION ROOM**.

In the **PRESENTERS' PREPARATION ROOM**, you will be assisted by a multimedia specialist who will check your presentation with you, upload it onto a server, make sure it runs properly, and show you how to launch it from the meeting room computer.

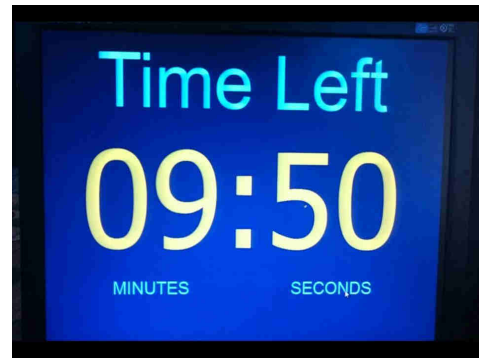
No uploading of presentations via memory stick etc. will be permitted in the presentation venue.

Your talk

Please be sure to be in the venue 5 minutes before the session is due to start. Introduce yourself to the Chair of the session.

Sit in one of the front row seats so that you can easily move to the podium when it is your turn to present.

A remote clicker with built-in laser pointer will be used to control slides forward and backwards. There will be no mouse or keyboard control at the lectern.



Presenters will not be allowed to run over their allotted time. It is advised that you practice your presentation out aloud and check the length of time you take to deliver the presentation. A Digital Timing system visible to the presenter will be used to indicate how many minutes left for your presentation and when you need to stop your presentation “TIMES UP” with flash on the Digital Timer Screen

You will be allowed a maximum of 1 minute over your allotted 25 minute presentation time to ‘wind up’ your presentation should it not be complete. This will however reduce the Q&A time. At this point the presentation display will be removed and you will be required to stop your presentation!

Note: timekeeping will not be under the control of the session chair and will be strictly maintained!

Privacy of your presentation

Your presentation will not be made available in any form to individuals or collectives after the conference without your permission. Once the conference is complete the presentations will be deleted from all computers. No presentations will be made available with the online proceedings.

Hot Topic Lounge

Attendees are invited to an informal session of Q&A during each refreshment breaks with the presenters of the session just prior to that break. The presenters are requested to please make themselves available for 10 minutes directly after the session in the Hot Topic lounge.