SAIP Conference - Guidelines for Poster and Oral Presentations

The organisers cannot assume responsibility for any loss, damage or breakage to any display, flash sticks, laptops or other hardware or any valuable item.

Posters:

- Can accommodate up to an A0 **PORTRAIT** (841mm wide by 1189 mm high),
- must be set up before the relevant session,
- must be set up by one of the authors on the correct display panel,
- must be presented by one or more of the authors of the material,
- must be in English, and have a title, authors' names and affiliations at the top.
- The text should be at least 20 point (5mm high)
- must summarize the main points of the research and stimulate discussion,
- should not just be a copy of the abstract or the written paper,
- drawings, graphs, figures, charts and pictures must be labeled and large enough to be readable from a distance of 1.5 m,
- Poster adhesive will be supplied at each poster board
- should not be advertisements or commercial publicity and have no reference to trade, company or product names (posters breaching this rule will be removed by the organisers).
- should be removed by lunch time on the last day

Oral Presentations:

- are presented from the provided Windows laptop, a Mac-compatible port will be provided at each room for those presenting with their own Macs.
- be designed for correct display in 1024 x 768 resolution
- be uploaded as PDF at least 1 day before the scheduled timeslot if possible (as a backup),
- must be submitted and uploaded at the preview room (Yellowood) at least 1 session before the allocated time slot, preferably with a USB flash drive, CD or DVD
- must be verified to ensure that all special mathematical, video and animations display correctly,
- should be started strictly on-time,
- usually have a 20 minute timeslot which includes 3 to 5 minutes for questions or discussions and 1 minute transition period for the next speaker to set-up. Please adhere to the time schedule and keep within the allocated time.
- AUDIO-VISUAL EQUIPMENT AVAILABLE AT EACH VENUE: Standard data projector and screen, Laptop with Windows 7, MS Office 2010, Acrobat reader, USB ports and a DVD drive, podium, lapel microphone and pointing device.