

6SCWC PRESENTERS BRIEFING DOCUMENT

PRIOR TO THE 6SCWC

All 6SCWC presenters must register to attend the 6SCWC. It is the responsibility of all presenters to arrange their own funding for registration fees, accommodation and travel expenses.

If you have not already done so, please register **URGENTLY** via the 6SCWC website (www.6scwc.org)

AT THE 6SCWC

The Registration Desk will be open Sunday, 4 September (15h00 - 18h00), Monday, 5 September (07h00 - 17h00), Tuesday, 6 September (07h00 - 17h00), Wednesday, 7 September (07h00 - 17h00) and Thursday, 8 September (07h00 - 17h00). It will be located in the Gallery, on Level 1 at the Cape Town International Convention Centre (CTICC).

Upon arrival, presenters should go to the Registration Desk to collect their name tag and delegate bag. A name tag is required for access to the congress and presenters are required to wear theirs at all times.

1. PLENARY AND CONCURRENT SESSION PRESENTERS

PROGRAMME SCHEDULE

The exact time and date of all sessions has been communicated to all presenters. The programme can be downloaded at www.6scwc.org/sessions.php. We encourage all presenters to review it carefully and ensure that they are familiar with their programme role(s), presentation dates and times. Presenters can use the 6SCWC Online Programme Resource (available at

https://www5.shocklogic.com/scripts/ProgrammeLogic/ProgrammeLogic_Start.asp?Client_Id=%27AA%27&Project_Id=%276SCWC%27&Form_Id=1) to create a personal programme of the sessions that they are presenting in.

POWERPOINT PRESENTATIONS

Presenters must deliver their PowerPoint presentations to the Presenter Prep Room (CTICC Meeting Suite 1.53) 24 hours before their session. PowerPoint presentations will not be accepted in the session rooms, and no personal laptops can be used. All presentations must be centrally loaded from the Presenter Prep Room – no exceptions please.

PRESENTER PREP ROOM

This room, staffed by technicians, will be located in CTICC Meeting Suite 1.53. Presenters must deliver their presentation to this room, and they will be able to review their presentations there and make small changes if necessary.

AUDIO-VISUAL (AV)

There will be an AV technician in your room who will put each PowerPoint presentation up on the screen. Presenters will see their PowerPoint on the comfort monitor on the floor in front of them, and will have a remote control (with laser pointer) to advance their own slides.

There will be table-top microphones on the Top Table and a fixed microphone on the lectern. Cordless microphones will be passed around by the Room Supervisor during discussion.

SEATING ARRANGEMENT

Presenters are asked sit at the Top Table (there will be a name plate reserving each seat). If the session comprises a large panel, presenters may be asked to sit in the front row of reserved seats and be called up to sit at the Top Table during the session.

TIMEKEEPING

Strict timekeeping is exceedingly important. The Session Convenor will be very strict with timekeeping, and will explain the system that they will use to alert presenters if they are running out of time.

QUESTIONS AND DISCUSSION

The Session Convenor will run the questions and discussion. Presenters may take questions from the lectern or join the Session Convenor at the Top Table. The Room Supervisor will be present to circulate the microphones among the audience.

2. POSTER PRESENTERS

POSTER SPECIFICATIONS

- Posters will be presented in traditional paper format
- The maximum size that will fit on the display frames provided is A1 (594 x 841 mm / 23.4 x 33.1 in)
- Orientation: portrait
- Equipment/fixative: each poster has been allocated a “clip-frame” in which to clip their poster, therefore no fixatives are required
- PLEASE NOTE: NO PINS OR NAILS!

POSTER SET-UP AND REMOVAL

- Each poster session convenor is responsible for setting up and removing their own poster. Posters will remain on display for the duration of the congress.
- Venue: Khoroni at the CTICC
- Poster location: Your exact poster location number will be communicated to you in a separate email.
- Set-up: 07h00 - 08h45 on the day of the poster session convenor’s arrival at the 6SCWC
- Removal: by 18h00 on the day of the poster session convenor’s departure from the 6SCWC
- Viewing: During lunch and tea breaks it is expected that poster presenters attend their poster and are available to answer questions

PRODUCING AND TRANSPORTING A POSTER

If you would like to have your poster printed locally and delivered to the congress venue, the 6SCWC Programme Secretariat recommends two printing services. They will arrange for the printing of your poster and deliver it to the congress venue for you to collect upon registration. Please note that this service is at your own cost and you are responsible for contacting and working directly with the printing service. For more information on using this service, please see the Poster Making Tips document (available here <http://6scwc.org/pdf/6SCWC%20Poster%20Briefing%20Document.pdf>) Poster session convenors that do not make use of the local printing service are responsible for the production and transportation of their own posters.

TIPS ON MAKING A POSTER

- The balance between images and text should adhere to the 70/30 rule (70% images, 30% text)
- The font should be large and easy to read from a distance
- Languages other than English are permitted, but please ensure that your poster has an English explanation as well

Visit <http://6scwc.org/pdf/6SCWC%20Poster%20Briefing%20Document.pdf> to read some tips on making a poster and to see sample posters.

3. DEMONSTRATIONS

DEMONSTRATION GUIDELINES

- Demonstration sessions are interactive examples and displays. The demonstration should engage, entertain and inform while showing examples of research.
- Demonstration sessions will take place in the Khoroni at the CTICC during tea and lunch breaks. Please check the programme (www.6scwc.org/sessions.php) to see which time slot you have been allocated.
 - *Demonstrations allocated to LUNCH should start 20 minutes into the lunch break. A Room Supervisor will ring a bell to indicate to delegates that demonstrations have begun.*
 - *Demonstrations allocated to TEA should start 10 minutes into the tea break. A Room Supervisor will ring a bell to indicate to delegates that demonstrations have begun.*
- Each demonstration is allotted 20 minutes. This is to ensure that your demonstration finishes comfortably within the tea or lunch break and so that delegates are able to have something to eat and still make their way to the next session on time.
- There will be a 2x4 metre stage and a small table available for your demonstration.
- Please note that there will be no audio visual equipment available and demonstration presenters will not be able to use PowerPoint. The focus of the 20 minutes should be on demonstrating, showing examples and engaging with the audience.
- Session convenors of demonstrations are responsible for arranging all required equipment for their demonstration.
- There will be lockers available to rent at the CTICC (these are approximate the size of a small suitcase). Please note that the 6SCWC will not be able to provide storage for your items.