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## LMHI CONGRESS 2018

### ORAL PRESENTATION GUIDELINES

#### 1. Format

- 1.1 Presentations may only be given as PowerPoint or PDF presentations. No other audio-visual medium (e.g., slide, video, or overhead) or software will be provided for unless by express prior arrangement.
- 1.2 Prepare your presentation as a single file to run on PC as a Microsoft Office PowerPoint Presentation format file. Computers available at the meeting will run at least PowerPoint 2010. Save your file as a normal PowerPoint file (.pptx). Do not save your file as a PowerPoint Show (.ppsx) file. For security reasons, we cannot accept macro-enabled files (.pptm or ppsm).
- 1.3 All presentations must run on the Windows operating system. Conference computers will run on at least Windows 7. Please create your presentation in PowerPoint for Windows or at least test it on a Windows computer before submitting it if you must use PowerPoint for Mac.
- 1.4 Any specific requirements regarding sound / video must be confirmed by the presenter prior to the submission deadline below.
- 1.5 While internet is available in the venue we ask that presenters not rely on internet access unless absolutely necessary.
- 1.6 **Important:** when presenting patient cases/related data, absolutely no identifying data (in the way of photographs, videos, names or otherwise) may be included in the presentation that would enable identification of the patient.

#### 2. Submission

- 2.1 Presentations must be submitted in advance of the conference using our online submission system by **02 September 2018 at 13h00** South African time.  
These can be uploaded at: <http://www.lmhi2018.org.za/upload-presentation/>. You must be **logged in** to the site in order to upload your presentation so please have your login details ready.
- 2.2 The name of the presentation file must use the abstract ID number assigned to you when submitted for evaluation and referenced in all further communication with LMHI 2018. The presentation file must be named as: Abstract ID Number – Name and Surname of primary author, eg: **201 - Bob Smith.pptx**.
- 2.3 Bring one copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup by you and the conference organizers if required. As an additional backup measure, consider saving an extra copy of your presentation on your web-accessible local server or email the file to yourself if the file size is small enough.
- 2.4 Conference organizers will load all presentations on conference computers. Presenters will NOT be allowed to use their own laptop computers. Apple computers will NOT be available.
- 2.5 All presenters will be given the opportunity to check their presentations on-site, before their presentation time. You are encouraged to review your presentation before your scheduled presentation (see 3.2 below), particularly if it has any special or technically complex elements.

#### 3. Time

- 3.1 Please check the total time allocated to your presentation in the final programme on [www.lmhi2018.org.za](http://www.lmhi2018.org.za). The total time allotted is inclusive of approx. 5 minutes for questions. Therefore, please deduct 5 minutes from your total presentation time to calculate total speaking time.

- 3.2 Please be on time for your presentation and be sure to be present in the venue at least 15 minutes prior to the start of the session in which you are speaking in order to meet the session Chairperson and to check presentations, prepare for any technical requirements and becoming familiar with operations.
- 3.3 Contributed paper presentations are limited to 25 minutes unless otherwise specified. The session chairperson will be strict in keeping you to time in order to allow fair facilitation of all speakers in the session and day.

#### **4. Guidance: PowerPoint Graphics**

- 4.1 Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message of the slide. Use appropriate blank spaces.
- 4.2 Slides should be readable to the unaided eye. You will be speaking in a large room. Text on title slides should be restricted to 7 lines.
- 4.3 Use appropriate and compatible colours for type and backgrounds for a professional presentation. Colour combinations with pleasing contrasts are preferable. Do not use colours you have not tested before.
- 4.4 Simple typefaces are preferable to fancy fonts. Bold type may be effective on title slides.

#### **5. Guidance: PowerPoint Presentations**

- 5.1 The projector setup at LMHI 2018 will accommodate a modern presentation format of 16:9 (widescreen) ratio, which is preferred. A 4:3 may also be used if the presentation file is designed as such. Ratios can be changed in PowerPoint by changing the Slide Size on the Design ribbon. Changing your ratio size will however require you to review each slide as you may need to adjust text around graphics or font sizes after resizing.
- 5.2 Completed all cropping of images in an image processing package, not in PowerPoint. Save the cropped image as an external file and then insert the image into your presentation. We suggest saving image files in Portable Network Graphics (png) format as the most space efficient and easiest to use format in PowerPoint presentations. If possible, reduce the resolution of pictures. Resolutions greater than 120 dpi do not improve the projected image, but do bloat file size and slow presentation loading time. This can be done on any picture in your PowerPoint; right click on a picture and select Format Picture → Compress, then check the boxes to select “ALL pictures in document” and for “Web/Screen display.” This will allow easier upload and a good resolution.
- 5.3 Use Calibri, Arial or Times New Roman fonts for all slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. If you must use fonts other than Arial or Times New Roman, EMBED them in your presentation when saving it as follows: (a) in the ‘File’ menu, click ‘Save As;’ (b) in the ‘Save As’ window, click ‘Tools;’ (c) in the ‘Tools’ menu click ‘Embed TrueType Fonts.’ Also check the box to Embed all Characters. You can embed any TrueType font that comes with Windows. Other TrueType fonts can be embedded only if they have no license restrictions. If a font can’t be embedded (for example, it’s not marked as being editable or installable), a message appears to tell you why. Saving a presentation with embedded fonts increases the file size of your presentation. Please note if you embed a non-standard font, there is a chance you will not be able to edit your presentation when onsite should you need to.
- 5.4 Keep your presentation as simple as possible to avoid hardware and software conflicts. Audio and video files, animated text, slide transitions, animated figures, superscripts, and subscripts cause most of the problems. If you must embed video files, .mpg, .mpeg, or .wmv formats are more likely to be compatible. Other formats may not play properly.
- 5.5 Complicated presentations may not display the same way on the conference computer as on your own computer. Make sure to review your presentation on the conference computer prior to your talk.

You might find the following site helpful in answering your PowerPoint questions: [www.support.office.com](http://www.support.office.com).