

# **USE OF VISUAL AIDS**

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We want to thank you for presenting at our conference. We want to ensure that the visual aid requirements for your presentation will be met, so please note the following:

1. Each venue will have a data projector:
  - a) Data projectors are provided with a PC with:
    - \* CD Drive
    - \* USB port
    - \* Windows operating system
    - \* MS Office, including Power Point
  - b) Presentations must be in Power Point format and must be loaded on a USB Flash drive or CD. Please ensure that your data is virus free by testing it with up to date virus scanning software.
  - c) We prefer you not to connect your own lap top computer to our data projectors, but it can be arranged if you give our technician ample time and warning and provided you test it with our technician at least a day before your presentation. You should also have a copy of your presentation on a USB flash drive or CD in case of incompatibility.
2. If your presentation includes sound then please let us know before the conference so that we arrange for sound in the venue where you will be presenting.
3. You must test your visual aids and load it on the computer in the venue where you present your paper on the day before presenting (or if you present on the first day of the conference then during refreshment breaks) in the venue where you will be presenting. Technicians are in attendance from 08:00 in the morning and during tea breaks and lunchtimes to render assistance.
4. Ensure that your visuals aids can be read from a distance. The font size on your power point presentation should not be smaller than 20 pt or in exceptional cases 16 pt.

I wish you well with your presentation.

NicoBeute