



15th Biennial Ground Water Division Conference
14 – 18 October 2017, Stellenbosch, South Africa

Change • Challenge • Opportunity

GWD2017 ORAL AND POSTER PRESENTATION INSTRUCTIONS

Once again thank you for your participation at the upcoming GWD2017 conference and we look forward to your oral/poster presentation.

In order to ensure that the conference and the programme runs smoothly we would like to bring the following information to your attention:

Oral presentations

1. Presentations will be 15 minutes plus 3 minutes question time. (2 minutes for rotation of speakers and the session chairs introduction will be added to each session – total session time will therefore be 20 minutes)
2. All speakers are requested to have their presentations available on a memory (USB) stick.
3. A technician will be available at the Registration desk to assist speakers to download their presentations.
4. All presenters are requested to present themselves 15 minutes prior to their session at Conference room to familiarise themselves with the audio visual equipment.
5. Authors presenting on Monday, 16 October during the first session must download their presentations on Monday morning at 7.30am.
6. Authors presenting Tuesday and Wednesday must download their presentations during the morning or afternoon tea/coffee breaks, at least one day prior to their presentations.

Poster presentations

1. Authors are requested to place their posters on the poster panels during registration on Sunday, 15 October 2017 between 4:30pm and 8 pm when registration will also be open.
2. All posters must be removed at the end of the conference on Wednesday, 18 October 2017. The organisers will take no responsibility for posters that remain up after their allotted time.
3. Authors must please ensure that they are available to discuss their poster during the poster sessions.

Poster Dimensions

1. Poster panels are white styrene panels and the posters must be in portrait orientation and be made up to size A0 (1200 x 850 mm – maximum size to fit the poster panel).
2. Posters will be affixed to the panels by double sided tape which will be supplied by the Organisers on site.
3. The GWD2017 organisers will prepare poster panels by affixing the poster number to the top of each panel as listed in the abstract book that will be handed out on site.