

14th International Congress of Human Genetics

22 - 26 February 2023
COMING HOME | ICHG 2023 | AFRICA
C a p e T o w n
www.ichg2023.com

19 January 2023

Please see below instructions regarding **oral presentations** for the conference.

Firstly, if you have not already done so, please register and pay your registration fee for the conference. There are also options for daily registrations (if you don't intend to attend the full meeting). You may register by selecting this link: [Registration page](#). **Please note that if you have not registered by Sunday the 22nd of January 2023, your presentation will be removed from the oral programme and you will have the option of having it as a poster.**

- Visa Invitation letter, if you need a visa invitation letter, you can find link to the form on the registration page to be completed once you have registered and paid for the congress. [Click here to access the visa invitation letter form](#).

Note that the signature has been updated to better correspond with the documents provided.

PRESENTATION TIMES:

The session that your presentation is in spans from 16h00 – 17h00 on **Thursday, 23 February 2023 Thursday, January 19, 2023***. Please check the [congress programme](#) for the exact time, session, and the order in which you will be presenting within your session.

Note: As the programme is changing constantly, times are subject to change. Please check back regularly for updates to your presentation time. The programme is **updated every Monday, so please check back then if the information you are requesting is not yet available.*

The duration of your talk is 15 minutes. Please aim to talk for approximately 12 minutes, leaving 3 minutes for Q+A. Please adhere to the time regulations so that all speakers in the session have equal time allocated for their presentations and Q&A.

TIP: Practice your presentation a few times to ensure that you complete your presentation well within the time limit.

PREPARING YOUR PRESENTATION:

PowerPoint (.ppt / .pptx) and **PDF (.pdf)** presentations are acceptable, should you be using another slide format, please let us know in advance so that we can check compatibility with our technical team.

Please **name your slides** as follows:

Oral / Keynote Session No* - Paper No – Surname, Initial(s)*****

For example:

01 - 026 - Ackermann, A.pptx

**The oral / keynote session which your abstract falls in can be found on the programme*

Your paper number is on your abstract acceptance letter. For reference, your paper No. is **943

****Please use the surname and initials of the presenting author.*

When creating your **slides**, slides sizes should all be **16:9 aspect ratio** and must use the ICHG 2023 Introduction slide* as the first slide of your presentation. It will be used for internal organisation and sorting purposes.

**The introduction slide will be made available on the website from next week, on [the abstracts page](#).*

When using special **Fonts**, please note that The Technical Team only supply fonts that are included with Office 2010 or later. If presenters need a specialised font, it should be embedded into the PowerPoint presentation. For instructions on this process, please click on the following link:

<http://support.microsoft.com/kb/826832/en-us>

For Mac users, please do not make use of any special fonts or transitions without testing that they work properly on windows machines.

Should you wish to use **videos** in your slides, using the WMV format is the safest way to ensure that movies are embedded in PowerPoint (i.e. it becomes part of the PowerPoint file) as with most other video formats PowerPoint instead references the video (i.e. the video and PowerPoint remain two separate files). Please take steps to compress your videos. Uncompressed videos will take longer to upload and

will not be better quality than a modern MPEG-4 codec. The technical team can only accept movies created as MPGs, WMVs, or with the following AVI codecs: MPEG-4 (Divx, Xvid, or WMVs).

Note: It is important that movies do not completely fill the screen. In the meeting room, presenters will only have a Remote Clicker Mouse to advance the slides. Presenters can only advance the PowerPoint with a mouse by clicking on the slide, not the movie itself.

Should you wish to use **Flash** content (SWF), you may do so as it is fully supported by the technical team.

Apple QuickTime formats such as MOV, QT, or DV files are NOT supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI can be found on the web.

TRANSPORTING AND UPLOADING YOUR PRESENTATION:

When creating your media for transportation, copy the entire folder to the disk. Bring a back-up copy of your presentation on a USB flash drive with you.

You are also required to upload a virtual copy of your documents. To begin with the presentation upload process, please proceed to the [abstract portal](#) where you will be required to:

- Upload a head and shoulders photo as well as a contact bio (150 words) on the Contact Information page.

This information will be displayed on the mobile app.

- Upload your PowerPoint Slides on the Edit Abstracts page.

These will be displayed during your presentation.

- Should you have a PDF handout containing additional data / information on your presentation, you may upload one on the Edit Abstracts page.

Delegates will be able to download your handout on the mobile app.

Please have everything uploaded by the 8th of February 2023.

PRESENTING YOUR PRESENTATION:

On the day of your presentation, please arrive at the conference centre and check-in at the speaker preparation room at least **2 hours** prior to your presentation (or during the morning before the start of your session). (If you are speaking in the first session of the morning please check your slides in on the previous afternoon.) You must then check your slides and videos (should your slides include videos) with the technicians and ensure that they play correctly.

The Speaker Preparation Room will be located in Room 1.51 on Level 1. We will have a team there who will be able to assist you with your slides should changes need to be made.

All venues will have standard audio-visual equipment available which include a sound system and microphones plus a data projector with a presentation laptop. Presenters will not be allowed to use their own laptops. All presentations will be uploaded onto the presentation laptop in the venue in advance. NOTE: The presentation laptop will be located at the back of the venue, and you will be given a remote clicker to advance your slides.

At the time of your presentation, you will be called to the stage by the session chairs in the venue. On the stage there will be a large screen behind you as well as a small screen in front of you which will show you what is being displayed on the main screen. The small screen may also include any notes / comments on your PowerPoint slides. The technical team will display your PowerPoint slides during your presentation, and you will be given a pointer to cycle through the slides.

Once your presentation is finished, you will have an opportunity to address any questions and/or discussion with the delegates. The session chairs will facilitate the Q&A:

- All Q&A will be managed by the session chairpersons and will be loaded onto the Q&A chat box on the mobile app.
- Should we run short on time, you will be given the opportunity to answer questions in the chat box.
- You will remain on stage until the end of the Q+A.

Should you have any queries, please do not hesitate to contact me.

Kind Regards,

Austin Ackermann

Abstracts



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