



9th AFREhealth Annual Conference

PRESENTER GUIDELINES

Important Notes

1) Conference Registration – Due by 15th July 2026

- a. Finalising your speaker registration is essential to confirm your acceptance of the presentation.
- b. Registration Links: » [Afrehealth Events](#)

2) Speaker Information – Due by 31st July 2026

- a. Presenters must submit their photo and biography to (xxxxxxx)
- b. Presenters must complete and submit the speaker release forms (see Annexure B).

3) Presentations – Due on 31st July 2026

- a. Presenters are required to upload their final presentations using this link: <https://events.afrehealth.org/presentation>
- b. The presentation template is attached, and the guidelines are detailed in Annexure A.
- c. Amendments or revisions cannot be made after 10th August 2026.

- 4) Due to program constraints, the Conference Organising Committee cannot accommodate individual requests for specific time or date allocations.

Thank you for your interest; we look forward to collaborating with you for a successful conference.

ANNEX A: ORAL PRESENTATION GUIDELINES

- i) Presenters will have a specific time allocated for their formal presentations (refer to the program).
- ii) **Guidelines**
- a. All speakers are expected to deliver engaging and informative presentations.
 - b. The conference computers in the session halls will be equipped with Office 365 and PowerPoint. The screen projection ratio is 16:9 format; onsite presenters will not be permitted to use their own devices.
 - c. Only the approved conference template may be utilised.
 - d. Since the conference venue is flat, avoid placing anything in the lower 25% of the slide, as it may be difficult or impossible to see from all rows.
 - e. Avoid using complete sentences on slides and refrain from placing entire paragraphs on a single slide.
 - f. Limit the amount of information on each slide; aim for no more than 6-7 words per line and 6-7 lines per slide.
 - g. When text is present on a slide, the audience may read it rather than listen to you. Introduce each point gradually as you speak.
 - h. Elaborate on each point as you speak; you may animate the content, but avoid startling animations!

ii) Proposed Slide Layout

- a. **Content:** Presentations should be original, relevant to the conference theme, and provide valuable insights.
- b. **Relevance:** Clearly outline learning objectives and how the audience can apply them
- c. **Slides:** Ensure clear language, appealing graphics, and avoid text overload.
- d. **Accessibility:** Use large fonts, high contrast, and provide alt text for images.
 - Utilise a sans-serif font such as Arial, Calibri, or Helvetica. Avoid serif fonts like Times New Roman, as they are harder to read on screen.
 - Text size should be a minimum of 24 points, ideally 28 or 32 points (references may be 12-16 points). Headings should be at least 32 points.
- e. **Recording:** Be aware that your presentation may be recorded and made available to attendees after the conference.

iii) Approximate Number of Slides - Dependent on the Format of Your Session

- a. Plenary Speaker Main: 10 slides
- b. Panellist: Max 6 slides
- c. Case Study: 10 slides
- d. Lightning Talks: 4 slides if needed
- e. Debate: No slides

iv) Time Management

Sessions will follow a strict schedule, so please adhere to time limits.

- a. Rehearse: Practice your presentation to ensure it fits the time limit.
- b. Pacing: Maintain a steady pace and avoid rushing through slides.
- c. Adherence: Session moderators will enforce time limits strictly.

v) Code of Conduct

Our conference is committed to providing a harassment-free experience for everyone. All speakers must adhere to the conference's Code of Conduct.

- a. **Respect:** Treat all attendees with professionalism.
- b. **Inclusivity:** Use inclusive language and avoid assumptions about the audience.
- c. **Harassment:** Any form of harassment is unacceptable.
- d. **Reporting:** Report any violations of the Code of Conduct to conference organisers immediately.

vi) Technical Setup

The following equipment will be provided: a.

- Projector
- b. Screen
- c. Microphone (handheld or lavalier)
- d. Laptop (if requested in advance)
- e. Clicker

Please inform us of any specific technical needs at least one week prior to the conference. Speakers are responsible for bringing their own adapters if necessary.

Test your presentation and equipment during the designated setup time before your session.

vii) Q&A Protocols

Although a session moderator (either your symposium organizer or a volunteer) will assist, actively participate in the session discussion.

The Q&A session is vital. Please follow these guidelines:

- a. Listen: Pay close attention to the questions asked.
- b. Clarity: Answer questions clearly and concisely.
- c. Respect: Treat all questions with respect, even if you disagree.

- d. Time: Be mindful of the time allocated for Q&A.
- e. Moderation: The session moderator will facilitate and may select questions from the audience or online.

Summary

These speaker guidelines aim to ensure a successful and enjoyable conference for all participants. By following these guidelines, you will contribute to a positive learning environment. Thank you for your participation, and we look forward to an excellent conference!

