



27th SMLTSA CONGRESS

24 - 26 October 2025
Stellenbosch · South Africa

PRESENTER & POSTER GUIDELINES

ORAL PRESENTERS

Dear Presenter,

We are looking forward to hosting you at the 24th SMLTSA Congress which will be taking place from 24-26 October 2025 at the Protea Hotel by Marriott Stellenbosch, South Africa. For more information, please feel free to visit our [website](#). Presenters are reminded that they should register for the conference. Should you require assistance with registration, please email sonja@scconferences.com.

ORAL PRESENTATIONS:

Each session will proceed in the order identified in the [programme](#). The sessions will be moderated and start with a short introduction followed by 15 - 20 min presentations followed by Q&A sessions and time for venue transitions of about 5 - 10 minutes after each presentation. The moderator will keep presenters to time.

Times vary for Invited and Keynote Speakers in Plenary Sessions.

- Each presenter will be given 15 - 20 minutes to present their abstract, plus 5 minutes for Q&A and 5 minutes for venue transitions. Please ensure your presentation can be delivered within this time so as not to detrimentally impact those who follow you, and the flow of the session.
- You are expected to remain present for the entire session in which your presentation is scheduled.
- Please make your first slide in the presentation the Conference Bio slide which you can download below.
- Presentations must be created using Microsoft PowerPoint. A Conference PowerPoint template is available, but you are also welcome to use your own. (See below to download)
- Please do not exceed 15 slides in your presentation and ensure that they are easy to read/decode and convey your content in a clear and succinct manner.
- We do not recommend using videos, but if you do, please ensure that the clips are embedded in your presentation. You will also need to upload the video as a separate .MP4 file.
- Please send us your presentation via [WeTransfer.com](#) by Friday, 17 October 2025. (see upload instructions below)
- Please bring at least one backup of your presentation to the conference on your computer or a memory stick.



[SPEAKER BIO SLIDE](#)

POSTER PRESENTERS

POSTER PRESENTATIONS:

If you have been selected to provide a poster presentation, please note the following guidelines to ensure you have the best opportunity possible to showcase your work to the delegates.

Poster Mounting

- Poster presenters are requested to set up their poster on:
 - Thursday, 23 October: 15:00 - 17:00 OR
 - Friday, 24 October: 07:00 - 08:30
- Your poster will be allocated by Number and our staff will be onsite to assist you.

Electronic Version of your Poster

- Please send us your presentation via [WeTransfer.com](https://www.wetransfer.com) by Friday, 17 October 2025. (see upload instructions below)

Poster Viewing

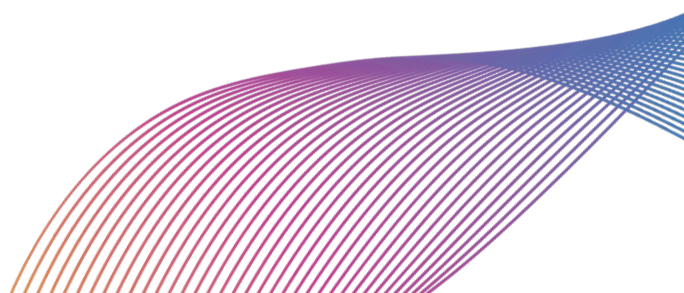
- Posters will be on display throughout the conference.
- Scheduled Poster Session:
 - Friday, 24 October 2025: 14:00 - 15:30
 - All Poster presenters are required at their poster for discussion with delegates
- All posters must be removed from their boards on Sunday, 26 October by 14:00.

Poster Specifications

- We recommend your poster be A0 size (841mm x 1189mm). It must not exceed 960 mm x 1200 mm.
- Your poster must be designed in Portrait orientation.
- State the title and the authors at the top of your poster in easily readable bold letters.
- Remember, the text and the illustrations should be readable from a distance of 2 metres.
- Poster boards will be provided, and your space will be clearly designated with a poster number and title.

Poster Cancellation

Cancellation of Poster Presentation: To prevent empty poster boards, please inform us via e-mail by Friday, 3 October, if you are unable to present your poster at the conference. Please inform us of poster cancellations vis email: congress@smltsa.org.za



UPLOAD YOUR PRESENTATION

HOW TO UPLOAD YOUR CONTENT - PRESENTATIONS & POSTERS

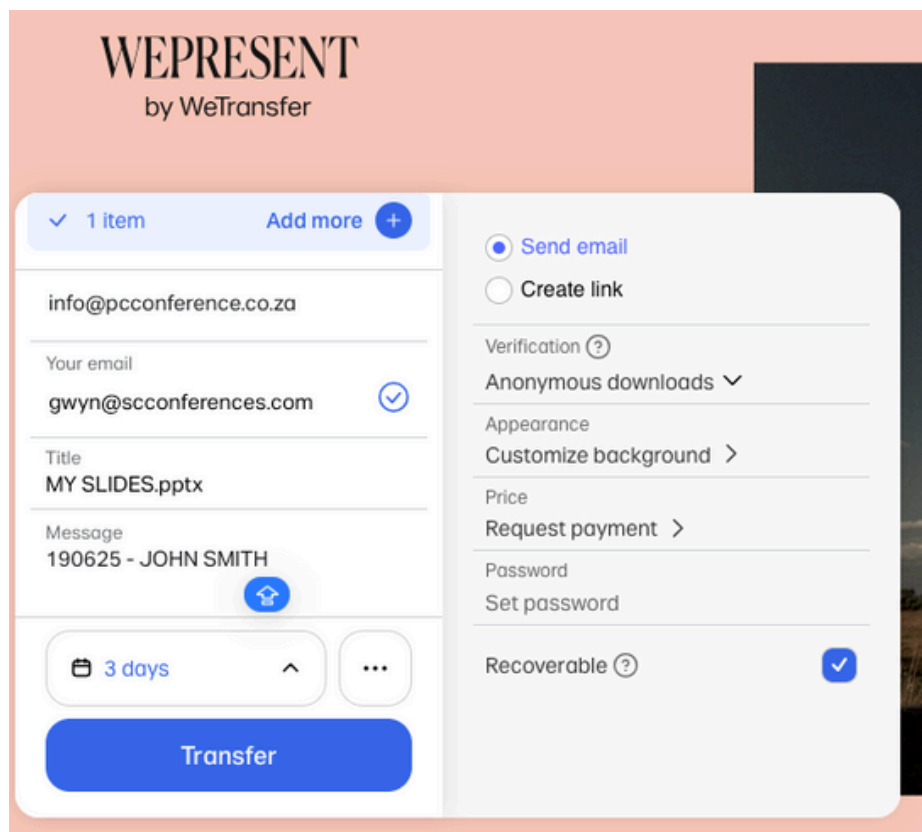
Please upload your presentation (PowerPoint file) or Poster (.pdf) to congress@smltsa.org.za via www.wetransfer.com by Friday, 17 October 2025.

Add your presentation date and your name as reference in the MESSAGE section, as follows:

DDMMYY - FIRST NAME SURNAME

For Posters, please use your **FIRST NAME SURNAME** as reference.

(see screenshot below).



- Depending on the size of the file and your connection speed, uploads may take some time
- If media clips (videos) are embedded in your presentation, please attach the video as a separate file, or email us the video link to congress@smltsa.org.za.

**For any questions, please feel free to email our Events Team:
congress@smltsa.org.za**