5th Floor Life Sciences Building, South African National Bioinformatics Institute, University of the Western Cape, Robert Sobukwe Rd, Bellville, Cape Town, 7530, South Africa

Guidelines for preparing, submitting and presenting Session Talk Presentations

Session talks will be scheduled per track on Day 1 and 2 of the Conference.

PREPARING YOUR PRESENTATION:

Please prepare your talk as a **PowerPoint (.ppt /.pptx)** presentation. **Please ensure the slides you create fit into a 12 minute slot**.

Please **name your presentation** as follows: Talk_Your Surname_Your First Name

PRESENTATION TIMES:

Please refer to the **Conference Programme** (hyperlink) for the day, and time slot for your talk. We will send you an email reminder a day before your scheduled talk. Please also check the conference programme regularly for updates.

Your presentation slot lasts for 15 minutes. Approximately 12 minutes will be for your talk and the remaining 3 minutes will be open to the floor for questions and answers. Please stick to the given time to allow a fair time for each presenter to talk.

Our AV technician will preload a *PHA4GE Conference title page* to your presentation and you will control your own slides . Alternatively, you can opt for the AV technician to control your slides

SUBMITTING YOUR PRESENTATION:

The upload deadline for PowerPoint presentations/ slide decks for talks is **22 September 2023, at 0000hrs UTC.**

Please submit your presentation to submit@pha4ge.org

All abstracts for accepted talks will be available to view in the Conference Programme from 29 September 2023.

If you have any questions or need further information, please do not hesitate to contact us at help@pha4ge.org