Information for presenters

1. **Make sure your presentation is uploaded to the ASASWEI website before the session.** https://asaswei.org.za/2025/form/presentations

2. **If you cannot present anymore, inform the programme manager in advance by email, the ASASWEI secretary,** Peggie.chiwara@up.ac.za

3. **Check your presentation slot and venue on the Programme List.**

4. **Arrive at your session venue at least 15 minutes early and introduce yourself to the Session Chair.**

5. **Ensure your presentation is downloaded from the ASASWEI website onto the venue PC,** https://asaswei.org.za/2025/form/presentations**, or bring it to the venue on a clean USB marked as Session#_YourName_Title. Using your own laptop is permitted, but it must be arranged and tested in advance.**

6. **Find the table for presenters at the front or sit in the front row to alert the Chair to your presence.**

7. **The session chair will brief you about the order of events during the session.**

8. **Arriving late may result in being moved to the end of the session.**

9. **Presentations (PowerPoint, video, or oral) should adhere to time limits. You have a total of 15 minutes; start wrapping up at 10 minutes. You will be alerted when your time is up, at which point you should end the presentation immediately.**

10. **Remain for the entire session and participate in the Q&A afterwards. If overwhelmed, inform the Session Chair for support when difficult questions are asked.**

We thank you for sharing your experience and knowledge with us at this conference!