

BABIES NEED
MOM-MADE
NOT MAN-MADE!

2nd World Breastfeeding Conference 2016

**Lets Invest in Creating an Enabling
Environment for Mothers and Babies**

11 – 14 December 2016

Johannesburg, South Africa



POSTER AND ORAL PRESENTATION GUIDELINES

Poster Presentation Guidelines

Posters are an essential part of the conference scientific program and aim to provide high quality poster sessions that are equal to oral sessions in their ability to provide exposure, participation and feedback. A poster session will be held at the 2nd World Breastfeeding Conference to provide an opportunity for selected individuals to present to conference attendees their findings from research or project implementations by displaying graphs, photos, diagrams, and a small amount of text on poster boards. The poster sessions will share space with exhibitor displays in the Conference Exhibition Area and as such space will be limited. Your cooperation in adhering to these guidelines is essential for ensuring quality poster presentation coupled with efficient use of time and space available.

Size and Orientation

It is recommended that each poster be formatted to fit a maximum size of standard A0-format (841mm wide x 1189 mm tall; 33.1inches wide x 46.8 inches tall) in portrait orientation so that conference attendees can see the poster from a minimum distance of 10 to 15 feet away. Poster presenters should come with their posters already printed to the required specifications. No poster printing services shall be available at the conference.

Appearance

To ensure standardization and legibility, presenters should ensure that the poster

- Is printed on non-glossy canvas/waterproof paper
- Is prepared as a single poster and not multiple posters pieced together.
- Has a one (1) inch margin, written in Arial font with a **minimum** of 32 point size.
- Title should be the same as the abstract title submitted and appear in boldface at the top of the poster. Letters in the title should be at least 1 inch high with nouns, pronouns, verbs, and other important words begin with uppercase letters; coordinating conjunctions, articles, and prepositions of 3 letters or fewer should all be in lowercase letters unless they are the first or last words in a title or subtitle.
- List of authors and their institutional affiliations are indicated below the title
- Text is brief, direct, focused and concise by reporting only key aspects of each section (Background; Aim/objectives; Methodology; Results; Discussion; Conclusion; References) so as to keep the primary message of the text

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- Has succinct bold headings that organize the material logically in a clear sequence to aid the reader's quick following of the material
- Figures, tables and photographs are kept simple conveying only one idea each

Session Dates/Times

Poster viewing sessions are scheduled on all conference days (Monday 12th December 2016 up to Wednesday 14th December 2016), from 13:00 to 14:30hours.

Set-up/Removal

- Poster presenters shall be assigned a number for each poster. The poster assignment number will correspond with a poster session and board on which presenters shall place their posters. Presenters should refer to the e-mail notification and the final conference program for their poster assignment number as well as the specific day their poster is to be presented.
- Presenters should identify the correct board number and location so as to ensure that the posters are only put up in the presenters' assigned space. Conference events staff will be on hand to help poster presenters find their assigned space in the exhibition hall.
- When putting up the poster, please do not cover the board numbers. This helps other poster presenters, as well as viewers, quickly identify space assignments.
- Posters shall be mounted on Sunday 11th December 2016 or early Monday 12th December between 07:30 and 08:30hours, and taken down on Wednesday 4th December 2016 between 17:00 and 18:00hours.
- Presenters shall be responsible for mounting and removing their posters and mounting materials (thumb tacks, push pins and/or masking tape) will be available at the Poster Helpdesk, however presenters are however strongly encouraged to come along with their own mounting material in case of shortage. Posters should not be hang using staples or any other type of adhesive.

Presentation

- Presenters must remain by their poster during the entirety of the scheduled poster session so as to discuss their posters with interested poster viewers circulating among the poster boards.
- If any presenter has more than one poster to present, it is their responsibility to identify an individual who will ably present the other poster and answer questions as necessary.
- No audiovisual equipment shall be provided or is permitted for poster presentations.
- Poster presenters are free to bring handouts related to their poster content as well as business cards for distribution to interested persons requiring more information. An adequate number of handout copies should be brought as on-site reproduction of the handouts will NOT be available.

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Oral Presentation Guidelines

Oral Presentation Types and Duration

The 2nd World Breastfeeding Conference will have seven types' oral presentations whose format and duration shall be as follows:

- 1) **Keynote address:** 30 minutes invited speaker presentation relevant to the underlying theme of the day.
- 2) **Plenary session:** 30 minutes presentation of which 20 minutes will be allocated for the invited speaker presentation and 10 minutes for questions and answers
- 3) **Partner Plenary Forums:** These will be 90 minute partner coordinated plenary sessions focusing on key conference topics. Presentation methods will include expert presenters coupled with interactive discussions plus question and answer sessions
- 4) **Symposium:** 90 minute concurrent track sessions in which specific topics shall be discussed by invited speakers with audience participation. Mixed methods, format and structure shall be adopted for the symposiums such as expert panel discussions, skills orientation/trainings amongst others.
- 5) **Technical sessions:** 90 minute concurrent track sessions in which each track session will have a maximum of 6 selected abstracts as well as invited speakers. Fifteen (15) minutes will be allocated to each speaker of which 10 minutes will be for the speaker presentation and 5 minutes for questions and answers
- 6) **Cinema Events:** The cinema events which will be held in the evening of Day 1 and Day 2 of the conference will have an overall duration of 120 minutes (2 hours). Within the time allocated, a film relevant to the theme of the conference will be shown followed by an interactive expert panel and participant discussion. . The cinema events will be open to all participants.
- 7) **Special Sessions:** The special sessions will be held in the evening of Day 1 and Day 2 of the conference will have an overall duration of 120 minutes (2 hours). The special sessions will be very focused discussions related to IBFAN and/or conference affairs hence will be open only to invited participants.

Very strict timings shall be observed and presentations exceeding the recommended time limit will be interrupted or stopped by the moderators in the interest of fairness to other presenters, adherence to schedule as well as to ensure there is an opportunity to have question and answer session. Presenters are strongly encouraged to rehearse their presentations to help fit within the allocated time.

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PowerPoint Submission

- All presenters are required to bring their presentations on a USB stick in Microsoft PowerPoint windows-based environment. Acceptable formats are PPTX (PowerPoint 2007/2010/2013).
- The presentation file should be labelled with the presenters' name and session number.
- Presenters scheduled for the morning sessions should have their presentations ready the day before, while those scheduled for the afternoon should have theirs ready by before the morning sessions (or latest by 2 hours prior to one's presentation session).
- An audio-visual technician will load all presentations on conference computers in the Secretariat Room. Presenters will NOT be allowed to use their own laptop computers.
- Presenters are strongly advised to bring an extra copy of all presentation files, and ensure you have a copy available from a suitable area on the internet that is generally accessible in case there is a problem with one.
- Any multimedia objects (e.g., movies) should be embedded in the slides.

Slide Format

- The first slide should contain the presentation title and should list all authors and their institutional affiliations.
- The last slide should contain the acknowledgements
- As a general rule, it takes approximately 1 minute to present a well prepared slide. Based on this timing, excluding the title and acknowledgement slides, the number of powerpoint slides recommended for varied oral presentations is as follows. 
 - 28 slides for the keynote address
 - 18 slides for the plenary sessions
 - 8 slides for the technical sessions
- Material presented should be confined to the topic and/or that reported in the submitted abstract.
- Any slide theme that applies appropriate and compatible colors for type and backgrounds may be used. Generally for better visibility, dark text should be used on a light background whilst light text should be used on a dark background.
- All slides should be numbered for ease of reference during the question and answer session
- Widescreen formatting should be applied when preparing your slides (aspect ratio 16:9; resolution 1920 x 1080).
- Preferably Arial font of 32 point size should be used on slides so that text is easy to read.
- Text on title slides should be restricted to 6 lines and 6 words

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- The minimum number of words possible should be used in titles, subtitles, and captions.
- A single idea should be presented in each slide, illustrating only major points, not detailed data.
- Visual aids should be kept simple.
- Only standard abbreviations are acceptable.
- A conversational style of presentation should be maintained with all efforts made to avoid reading the prepared slides.

Speaker Procedures

Each session room will be set up with the following audio visual equipment:

- Laptop, with Microsoft Office 2010 installed
- Data projector and screen
- Lectern (podium) and microphone

All oral presenters should:

- Familiarize themselves with the presentation room, operation of the audio visual equipment as well as confirm that their PowerPoint presentation is uploaded well in advance
- Arrive 30 minutes prior to the beginning of the SESSION (not their presentation).
- Ensure they meet with their session moderator in the presentation room at least 15 minutes before the beginning of the scheduled session.
- be in attendance for the whole session and sit at the front platform or allocated area in the session room

There will be an audio-visual technician to help with any technical issues as well as open and close the presentations. Respective speakers will however be responsible for advancing their slides during their presentation.

Final Documentation of Oral and Poster Presentations

Accepted abstracts selected for oral or poster presentation in technical sessions shall be published in the conference proceedings.