



**GROUNDWATER
RESILIENCE & VISIBILITY
GAUTENG**
17-20 OCTOBER 2021
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VIRTUAL POSTER PRESENTER GUIDELINES

*2021 GWD Groundwater Conference &
Exhibition*

Congratulations! You have been confirmed as a **POSTER PRESENTER** for the upcoming Groundwater Conference. This year posters will be presented virtually via the online platform that will be used for this Conference, called EventsAir's **OnAIR**. Here are some guidelines on how to create your poster and prepare for your virtual presentation.

PREPARATION OF THE POSTER PRESENTATION

Due to the nature of the Conference, only Electronic Posters (E-Posters) in PDF format will be accepted.

Your complete poster presentation will include the following:

- An abstract of your poster (max 500 words), a short biography and photo of yourself.
- A final .pdf file of your poster needs to be uploaded to the cloud (i.e. DROPBOX or Google Drive) and the link to this file must be shared with the Secretariat. You are also welcome to send to the Secretariat as an attachment to an email.
- A 3-5 min presentation video, talking to your poster, should accompany your submission. This can be recorded via a virtual studio. The Conference Secretariat will assist you with the recording. Kindly reach out to Nthabi (nthabi@confsa.co.za) to book a time for the recording. We have two virtual studio's running for this purpose to assist all the poster presenters with their recordings.
- A Q&A session and interaction with the Conference delegates will take place on the platform after your presentation has been played. You will need to be online for this session. Log in details will be provided and you will also be briefed on the process during the Speaker Briefing at the end of August. Just to note that attendees can play the posters recorded content at anytime / during open times they can meet and do live Q&A.

Poster Submission Deadline: 25 September 2021

Poster presentations should be a clear visual presentation of your submitted abstract and should meet the following criteria:

POSTER DESIGN

- The title of the poster should match the title of your Abstract. You are welcome to shorten it slightly if needed.
- Include your name and names of any collaborators. (Name(s) of the Author(s) and Affiliation(s).
- Be concise.
- Use text that is clear and easy to read (Ensure text is readable when displayed on A4).
- Use language that is easy to understand and to the point.
- Use bullets, numbering, and headlines to make it easy to read.
- Add graphs, charts, and photos and apply colours and fonts that are pleasing to the eye.
- Create a consistent and clean layout. Your story should “flow” logically.
- Include acknowledgments of your advisor(s) and any external institutions.

POSTER SPECIFICATIONS

- Poster must be submitted as a **ONE PAGE A4 document** , in PDF format.
- Final poster dimensions must be in portrait (although the posters will not be printed, these dimensions impact the scale of your materials).
- While we don't have a specific template, there are a number of companies that offer free templates to assist you in creating your Poster PDF. The **A4 poster size** formatted vertically is the most popular for use in the online environment.
- The poster file size **may not exceed 5MB**.

PRESENTING SPECIFICATIONS

Poster presenters will be requested to record a 3-5 minute (max) recording describing their poster. We request that you join the real-time engagement through the poster sessions on the platform where you will be able to respond to questions from attendees during the Conference.

To help you prepare we share this short clip: <https://vimeo.com/575274869>

To brief you on the broadcast platform and the process of presenting at this Conference, we have scheduled a speaker briefing session via Zoom:

31 August 2021 at 09:00 on Zoom: <https://us02web.zoom.us/j/88537720442>

RELEASE OF THE POSTER

Kindly note that on submission of your poster and recording to the Secretariat, you give consent for it to be published on the Conference online Platform and for your participation in the poster evaluation and award process.

Should you have any questions about your poster or presentation e-submission, please to reach out to Hanlie Delpport (hanlie@confsa.co.za) at the Conference Secretariat.

Yours sincerely,



Hanlie Delpport (Mrs)

Speaker Manager - Conference Secretariat : GWD Groundwater Conference
2021

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