



Advancing IPC
and AMS
for a Safer Tomorrow



INVITED SPEAKER PREPARATION GUIDE

Thank you for contributing to the 9th Infection Control Africa Network (ICAN 2025) programme. We look forward to your contribution.

This document serves as a final reminder and briefing on your participation in the ICAN 2025 programme. Please read it carefully and let the Programme Secretariat know if you have any questions.

PROGRAMME SCHEDULE

The programme can be found [here](#). We encourage you to review it carefully and ensure that you are familiar with your programme role(s), presentation dates and times.

PRESENTATION INSTRUCTIONS

To ensure smooth session operation, presenters are requested to come to the room at the beginning of the day, and no later than 20 minutes before your session starts.

Presentation Time Allocation

1. 25 minutes are allowed to present and 5 minutes for Q&A.

Presentation Template

The congress presentation template is available for download [here](#) and is optional, should you wish to use it.

PowerPoint/PDF Presentations

- All presentations should be in Microsoft PowerPoint or PDF. No other formats will be accepted.
- All presentations should be in standard definition (SD) resolution.
- If you are using media files (e.g. videos, photos), please use the lowest sufficient resolution, embed media files within the presentation, and bring source media files with you.
- Screens will be in 16:9 format, and your presentation should be prepared accordingly.
- Bring your final PowerPoint/PDF with you on a memory stick.
- All presentations must be handed to the technician in the presentation room before the talk starts. This may be done before the conference starts every morning, at tea/lunch breaks, or at the end of the day. You can also discuss any special requirements, such as audio or video.
- Apple users are requested to bring all components of their presentation (e.g. media files, video files, sound files, photographs, etc.) separately. You are also requested to wait and check the converted presentation.
- In the event of you want to use your device to present, i.e. Mac or iPad, please bring along your screen output adaptor that connects to our standard HDMI cable.



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- Please notify the onsite technician beforehand if you want to use your laptop, etc.

Audio-Visual

You will be able to see your PowerPoint/PDF on the comfort monitor in front of the stage. You will have a remote control (with laser pointer) to advance your own slides, and the AV technician will show you how to use it. There will be a fixed microphone on the lectern.

Seating Arrangement

Please find a seat in the front row (there will be 'speaker reserved' seating); the chair of your session will invite you to the lectern to present and return to your seat after questions have been taken.

Timekeeping

Strict timekeeping is **exceedingly important**. Chairs should inform Speakers ahead of time that timekeeping will be strict and explain the system that will be used to indicate that time is running out. Each session room will be equipped with a timing system to assist with timekeeping.

Discussion

The Chair may manage the discussion as he/she sees fit. Speakers may take questions from the lectern or join the Chair at the Top Table. The Room Supervisor will be present to circulate the microphones. The Chair should indicate to whom they should pass the microphone.

If you have any questions regarding your presentation or what to expect as a presenter, please feel free to contact me.

Kind regards,

Charné Godfrey

ICAN 2025 Programme Secretariat

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