



South African Hydrological Society Conference
Champagne Sports, KwaZulu-Natal
1 to 3 September 2026



INSTRUCTIONS AND GUIDELINES FOR PRESENTERS

Inclusion on program and commitment to present

If a paper is accepted for presentation (oral or poster) at SAHS 2026, the presenting author is expected to attend and must be a registered, paid-up delegate. Should the presenter not be registered and paid up, prior to 14 August 2026, the abstract will be removed from the program.

ORAL PRESENTATIONS

Timing

- Oral presentations should not exceed 10 minutes. There will be a 5-minute allocation for questions and discussions per presentation.
- Session monitors will enforce these time limits. Presenters will be given notice of their remaining time at the five-minute and two-minute marks.

Technical and equipment

- Your slides should be prepared as a PowerPoint 16:9 aspect ratio (widescreen) file only, not a PDF or any other file format.
- Each venue will be equipped with a PA system, data projector and screen, and laptop computer with up-to-date PowerPoint software.
- Presenters will not be able to use their own computers to present.
- We require all authors to preferably submit their final presentations on the uploading system by 16:00 on Friday, 28 August

To upload your presentation (only approved abstracts have the option to Upload):

- Go to the SAHS 2026 website (<https://sahs.conference.org.za>) and login to your profile (email and password).
- Select Abstracts; Upload presentation:
 - Choose File on your system (only PPT, PPTX, PPS, or PPSX formats will be accepted).
 - Submit.
- Note: Depending on the size of your presentation, this could take some time, please be patient. Try and limit your PowerPoint presentation to 20 MB.
- As a backup, all presenters are requested to have their presentation preloaded on a USB flash drive in a folder titled "*SAHS2026_Oral_LastName*". All required audio, video and images must be in the folder. Please avoid external links.

Tips for your preparing your presentation

- A common mistake made by presenters is attempting to condense an entire manuscript into a brief presentation. At an average delivery pace of 1 to 1.5 minutes per slide, aim for 7 to 9 slides maximum for a 10-minute oral.
- Do not overload your slides with text or complex figures directly copied from your paper. Keep text to a minimum. Adapt graphs or figures to make them specifically suitable for presentation to prevent cognitively overloading the audience.

- Finish on a strong note -the last minute is what the audience remembers most and what sets up your Q&A session. Provide a clear take home message for the audience. Highlight the implications of your work and what comes next.
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POSTER PRESENTATIONS

Poster sessions

- Accepted poster presenters will be assigned a designated poster board for their scheduled session.
- All poster presenters are responsible for putting up and removing their own poster.
- Posters should be put up by 08:30 am on the day of your poster session. Tape to mount posters will be provided by the Conference Secretariat.
- The time by which posters need to be removed will be communicated at registration. If presenters do not remove their poster in time, SAHS 2026 will not be responsible for any damage that might happen to the poster if it is removed by staff members.
- The poster sessions are integrated into the conference programme, and **presenters must be present at their boards during these dedicated times**. You are also strongly encouraged to remain at your poster during networking breaks to engage with delegates.
- No printing facilities will be available at SAHS 2026. All posters must be pre-prepared and brought to the Conference. Costs associated with creating and shipping the poster display will be the responsibility of the authors.

Poster size:

- Poster displays will be limited to one side of a poster board.
- Size: A0 (84 cm x 119 cm).
- Portrait (i.e. vertical) orientation only.
- Posters must be in English.
- A poster should be easily readable from a distance of 1 or 2 meters. Choose a readable, sufficiently large font, (e.g. Arial or Calibri. Main title: 100 font size or larger; Sub-title: 36 font size; Main text: minimum 28 font size.)

Tips for preparing your poster:

- Treating your poster as a visual billboard, not a printed journal article. Passersby typically decide within 3 seconds whether to stop at a poster.
- Arrange your content to guide the reader naturally, usually in vertical columns read from top-left to bottom-right.
- Aim for under 300 to 800 words in total. Use bullet points, short phrases, visuals or flowcharts instead of dense paragraphs.
- Make your main conclusion or key finding the largest text element on the poster.
- Do not fill every square inch of your poster. Empty space gives the eyes room to breathe and highlights important data.
- Use high resolution images (300 dpi minimum for print).
- Have a prepared quick summary ready for when delegates approach you at your poster: *"Hi! In this study, we looked at [Problem] and found [Main Result]. I'd be happy to walk you through the details if you'd like."*
- Add a QR Code that links to your published paper, contact details or your LinkedIn profile. Place it near your contact details in the bottom corner.
- A photo of the presenter in the top right corner can also be useful for delegates to find you should they want to discuss your poster.