PEOPLE, PLACE AND POLICY FOR COMMUNITY WELLNESS

Cape Town, South Africa

10 - 13 September 2024

ubuntu2024.com
#ubuntu2024

UBUNTU 2024

Uniting TUFH 2024 and Rural Wonca 2024

ORAL PRESENTATION GUIDELINES

The oral presentations will take place on **September 10, 11, or 13, 2024** at the 2024 "People, Place, and Policy for Community Wellness" The Network: TUFH Annual Conference, presented by The Network: Towards Unity for Health (TUFH) and Rural WONCA (The Working Party on Rural Practice). This conference is being co-hosted by 5 partners in Cape Town, South Africa: University of the Western Cape; University of Cape Town; Stellenbosch University; Cape Peninsula University of Technology, and the Department of Health and Wellness – Western Cape Government.

Oral Presentations are a useful and innovative way of displaying and communicating new approaches, research and other work done in your field.

Please see the following sections below for further information:
1. What to prepare for Ubuntu 2024
2. Poster Design
3. Printed Poster Mounting and Specifications
4. Virtual Poster
5. Oral presentations at Ubuntu 2024
6. Judging and Prizes

1. What to prepare for Ubuntu 2024

If you have an accepted abstract for an Oral Poster Presentation for Ubuntu 2024, you need to prepare a 5-minute presentation and a poster to accompany your presentation.

- <u>All abstract presenters</u> must prepare and <u>upload</u> their final virtual poster digitally by June 30th, 2024.
  These virtual posters will be used for the actual presentation at the conference, as Ubuntu 2024 is hybrid.

- For those attending the conference physically ONLY: Presenters are requested to prepare **a printed A1 poster summarizing the key issues. To be carried to the conference and displayed throughout the event (not used for presentation).**

- A highly condensed oral presentation of the poster's conclusions (not exceeding 5 minutes).

- You need to register for Ubuntu 2024 by June 30, 2024 to secure your presentation on the program. You can find all information about registration, <u>here</u>.
  If you are not registered by June 30, 2024, your abstract will <u>NOT</u> be placed on the program!

- We recommend that you apply for your VISA as soon as possible if needed. Click <u>here</u> for more information.

- Please book your accommodation at our proposed venues and we will provide transport to the conference venue from the Protea Hotel pick-up point. Click <u>here</u> for more information.

- Don't forget that there is a <u>post-conference trip</u> from Sunday, September 15 to Wednesday September 18 2024, when booking your flights.

2. Poster Design

Adherence to the poster specification criteria and submission processes listed below is strictly enforced. Failure to follow these guidelines will result in the automatic withdrawal of the original oral session abstract acceptance. There will be no registration adjustments or refunds in the event these requirements are not followed.
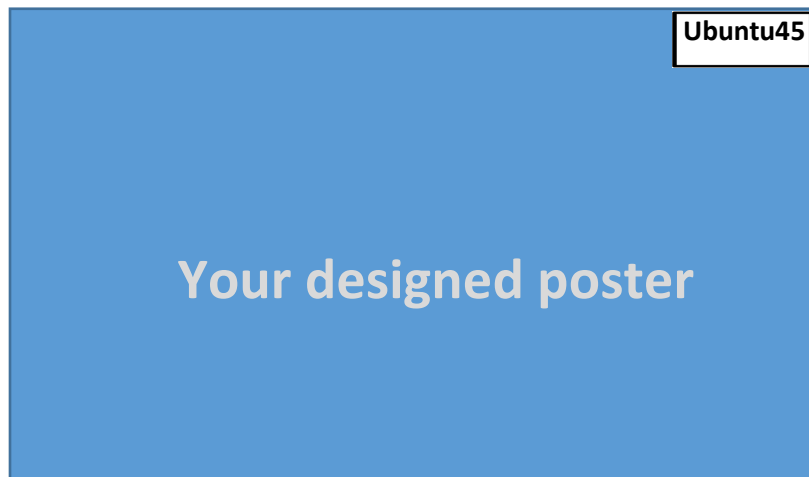
You can design your own poster, but need to adhere to the font and size instructions in this document. We have also provided a Ubuntu 2024 design if you wish to use that.
There is a simple template available [here](). You are able to change any titles, etc. as needed.

Poster Specifications
- Landscape orientation

- Designed in PowerPoint: 1 slide! Multiple slides will not be accepted.

- Your poster must include a **Poster Abstract Identification Label with YOUR abstract number**. In the template you will see Ubuntu45 You will need to adjust to reflect your personal abstract number. You can find your abstract number in the abstract platform and your e-mails. The label must remain in the top right-hand corner of your designed poster.
    - Use this Label (already in the template):

    - The required font for this number is Helvetica; for the printed poster = **24 point** font size, for the virtual poster = **16 point** font size.

    - An example of the positioning and identifying Abstract number labelling:

- The title will be on the top of the poster. The required font for this is **Helvetica, Arial, Times New Roman, Aptos, or Calibri. For the virtual poster you need to use 24 point for the title. For the printed poster, we suggest a minimum of 32 point.**

- You are free to add images and/logo's, make sure they are readable.

- Any written text has a required font: **Helvetica, Arial, Aptos, Times New Roman or Calibri. For the virtual poster you need to use 18+ point for any text (to make sure it is readable). For the printed poster, we suggest a minimum of 24 point.**

- On the bottom of the poster, make sure to note the **author(s) name and contact information** (general contact information from the primary author). The required font for this is **Helvetica, Arial, Times new Roman, Aptos or Calibri. For the virtual poster you need to use 16 point. For the printed poster, we suggest a minimum of 24 point.**

Virtual Poster Upload
You must [upload](#) your virtual poster June 30th, 2024 AT THE LATEST!

3. Printed Poster mounting and specifications (ONLY for physical presenters)

All presenters that are attending the Ubuntu 2024 physically, are requested to bring a printed poster.

- A1 size: 841mm (width) x 594mm (height) (landscape orientation)

- The abstract label, title, author name and contact information needs to be exactly the same as your virtual poster. However, as there is more room you can add/adjust the text and or images on your printed poster to be displayed at the Ubuntu 2024 conference. BE AWARE: your virtual poster that you have uploaded will be the one that is used during your presentation.
  Your printed poster will be on display throughout the conference for all delegates to read.

4. Virtual Poster

ALL abstract presenters must upload a virtual version of their poster by June 30th, 2024 here.
Both for those attending Ubuntu 2024 physically, as well as virtually.

Specifications:
- Your poster must be in PPT format: 1 SLIDE ONLY!
- Your maximum file size is 100 MB.
- Your poster file must be named as your abstract number (Ubuntu45). You can find your abstract number in the abstract platform and your e-mails.
- The date to upload the poster is June 30th, 2024.
- The link to upload your poster too is https://docs.google.com/forms/d/e/1FAIpQLScUFLsTTzKX8dT008Wm3LUm3UfCNFgsl1eOOMlU0ENJXPmk7g/viewform

CHANGES CAN NOT BE MADE AFTER UPLOADING YOUR POSTER, so please make sure you upload the final version!

5. Oral Presentations at Ubuntu 2024

Structure of the program:
The simultaneous sessions contain a mix of oral presentations, free paper sessions, workshops, Ubuntu Talks and Documentaries.

At the conference, contributors and participants will meet in groups for the oral presentations. Each two-hour oral presentation session includes different oral presentations with posters and is moderated. The moderator will ask each presenter to give an overview of his/her poster for **5 minutes** and invite comments and discussion.

The moderator will introduce each presenter and keep the session to time. No other audio-visuals will be available other than the poster itself.

Availability of physical poster presenters:
In addition to the formal oral presentation, presenters are encouraged to be available by their poster in the School of Public Health at some time during wellness breaks. It is helpful to fix a note to your poster board indicating when you will be available if anyone wishes to discuss your poster outside of the scheduled session.

6. Judging and Prizes

6.1. Best Physical Poster

Only for those attending Ubuntu 2024 physically: You need to bring your printed poster to be able to win the 'Best Physical Poster' award. *Only presenters at the physical conference that have their printed poster on the provided stands can compete for the 'Best Physical Poster' award, as the judges can compare all of them at once.*

When to erect your poster for judging:
Posters should arrive with the participants. Posters should be mounted in the School of Public Health, the building where the Scientific Sessions are being held in the University of the Western Cape Campus, Cape Town, South Africa. Presenters need to mount their posters on Tuesday 10 September 2024, from 08h00-12h00 (in order to qualify for entry to the Poster Prize competition – see below). Volunteers will assist you in displaying your poster. Fixing materials will be provided.

Posters should be removed between 14h30-18h30 on Friday 13 September 2024. If not removed by then, they will be destroyed.

Concept:
One poster prize, with 2 runners up, will be awarded Best Physical Poster at the Closing Ceremony during the conference.

Printed posters will be judged throughout the conference by the Scientific Committee visiting the main poster display area and attending oral presentations based upon the set of criteria indicated below.

Criteria for judging posters:
Posters will be assessed on their ability to communicate the key messages clearly and succinctly. The following criteria will be used to judge the poster as displayed:

    1. In the INTRODUCTION, how clear is the stated need for this project?

    2. How strong is the METHODS section (including justification, organization, & clarity)?

    3. How effective is the presentation of RESULTS? (e.g. organization, clarity, need for additional explanation)

    4. How well does the DISCUSSION present the key findings, limitations, and practical implications of the project?

5. What is the potential for real life IMPACT of the presented project?

6. How clear is the ORGANIZATION and flow of information?

7. How well does the poster balance graphics, text, and organization to form a compelling VISUAL presentation?

8. How effective OVERALL is the poster at stimulating viewer interest and communicating content?

Prize:

The winner of Best Physical Poster will receive a full physical scholarship (economy flight, accommodation and registration) to the 2025 The Network: TUFH conference. The runners-up will receive a certificate and be called on stage. Winners will be announced at the Closing ceremony.

6.2. Best Virtual Poster

Concept:

One poster prize, with 2 runners up, will be awarded Best Virtual Poster at the Closing Ceremony during the conference.

Virtual posters (that are not physically presented at Ubuntu 2024) will be judged online by the Scientific Committee based upon the set of criteria indicated below.

Criteria for judging posters:

Posters will be assessed on their ability to communicate the key messages clearly and succinctly. The following criteria will be used to judge the poster as displayed:

1. In the INTRODUCTION, how clear is the stated need for this project?

2. How strong is the METHODS section (including justification, organization, & clarity)?

3. How effective is the presentation of RESULTS? (e.g. organization, clarity, need for additional explanation)

4. How well does the DISCUSSION present the key findings, limitations, and practical implications of the project?

5. What is the potential for real life IMPACT of the presented project?

6. How clear is the ORGANIZATION and flow of information?

7. How well does the poster balance graphics, text, and organization to form a compelling VISUAL presentation?

8. How effective OVERALL is the poster at stimulating viewer interest and communicating content?

Prize:
The winner of Best Virtual Poster will receive a virtual registration to the 2025 The Network: TUFH conference. The runners-up will receive a certificate. Winners will be announced at the Closing ceremony.