



Guidelines for presenting delegates

We look forward to welcoming you to the 27th biennial IZE Conference, held from 12 to 16 October 2026 at the Two Oceans Aquarium, Cape Town. Thank you in advance for your contribution to our conference programme – we are going to have an incredible few days filled with interesting presentations, workshops, posters, videos, and so much more.

Please take the time to read these guidelines ahead of time – they are designed to ensure you have all the information you need before your session.

Pre-conference requirements for speakers

Complete your registration

All presenters (oral, workshop, roundtable, poster, and video) are required to register for the conference. If you have not yet registered, please go to the [registration page](#).

For all presenters: Complete your speaker information on the Whova app

Please complete your speaker bio, photo, etc., on the Whova app when it becomes available so we can use these in conference promotions.

Oral presentations

Length: 12 minutes | Format: Physical in-person presentation

- Oral presentations are 12 minutes. Please note that this time will be strictly adhered to, and your session chairs will ensure presenters keep to time. There is only one minute for changeover between speakers! This is so that we can have as many amazing presentations as possible.
- A Q&A-style panel session will follow each set of presentations and feature all presenters in that set.

IN-PERSON PRESENTATION GUIDELINES

- To enable smooth management of content on the day, we request that all presentations be submitted to the Two Oceans Aquarium during the week commencing 28 September 2026 and **no later than 5 October 2026**. Please send a downloadable link to your presentation to ize2026@aquarium.co.za.

Your presentation must open with:

- Title of your presentation,
- Your full name,
- The organisation you are representing.

Oral presentations will be in English. There is no translation available.

FOR NOTING

The IZE Conference welcomes delegates from around the world, many of whom speak English as a second language. If English is your first language, please take some time to practise and time your presentation, and aim to speak slowly and clearly so your message is accessible to everyone.

PRESENTATION FORMAT

- We can only use PowerPoint presentations in .ppt or .pptx format.
- Presentations must be formatted to 16:9 widescreen.
- File names must follow this format: Surname_SessionTitle.pptx.
- Presentations must not be password-protected.
- Special or non-standard fonts should not be used to avoid compatibility issues.
- For smooth presentations, links to external content, live content, or content requiring internet access must not be included.
- All video and audio files must be embedded directly into the PowerPoint file, not linked to external hosting services. Embedded video must be in MP4 format using H.264 encoding.
- Presentations must be submitted via a link in an email by **5 October 2026** to ize2026@aquarium.co.za

Workshops and roundtable discussions

Length: 90 minutes | Format: Physical in-person presentation

- Workshops will run in parallel sessions.
- The workshop spaces will have chairs, a table, a computer, sound, and a screen.
- Please send through any specific requirements you have for your workshop to ize2026@aquarium.co.za no later than **28 September 2026**. We will ensure that there are flipcharts, sticky notes, and pens available.
- If you have a presentation to start your workshop, please submit it via a link in an email to ize2026@aquarium.co.za by **5 October 2026**.

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Posters

- The maximum size is A1 poster size (594 x 841 mm).
- The poster should be printed on thick paper. These will be displayed in snapper frames provided by the conference organisers.

Include the following at the bottom of the poster:

- Your name
- Your job title
- The name of the organisation you are representing
- Your email address
- A website address, if appropriate
- QR code if available

Videos

Length: Three minutes

Format: MP4 (H.264) | Resolution: Minimum 1920×1080 (Full HD); 3840×2160 (4K/UHD) strongly recommended

- We request that all video presentations be submitted to the Two Oceans Aquarium at ize2026@aquarium.co.za during the week commencing 28 September 2026 **and no later than 5 October 2026**. Please send a download link to your video to ize2026@aquarium.co.za.
- Please make sure your video presentation is named as follows:
 - Name_Surname_VIDEO_PresentationTitle.mp4.

Thank you for your help in making the 27th IZE Conference 2026 a success!