



Guidelines for speakers at NITheCS colloquiums

Here are general guidelines for speakers at NITheCS colloquiums:

Advantages of presenting a NITheCS colloquium

- Grow awareness among a wide range of researchers from different scientific disciplines about your expertise.
- Contact and discussions with other researchers often lead to interesting conversations and collaborations.

Nature of the event, venue and travel arrangements

- NITheCS colloquiums are usually held on Mondays at 16h00 SAST. They last an hour, and comprise a 45-minute talk and 15 minutes of Q&A.
- Depending on logistics and other factors, your event could take place:
 - in person (most often at Stellenbosch University)
 - online
 - as a hybrid event, which is presented both in person and online.
- For in-person events:
 - talks are followed by refreshments (usually cheese and wine)
 - the speaker and invited guests are taken to dinner afterwards. Our office may ask speakers to name a few people to invite to the after-colloquium dinner.
- Speakers in South Africa are encouraged to deliver their colloquium in person. If you stay close to Stellenbosch, we will arrange a return shuttle at our cost to Stellenbosch. For speakers from other centres in South Africa, we will cover your return airfare from your nearest airport to Cape Town International Airport, a return shuttle from the airport to Stellenbosch and accommodation for one night in a guesthouse.

Audience and content

- The audience attending your talk may have backgrounds from across the eight scientific disciplines that fall under NITheCS. Your written abstract and the introduction of your presentation should therefore summarise your discussion. About a third of your talk should be aimed at a 'general' audience.
- Note that the audience could also frame their questions from their different perspectives.

Please supply the following – preferably a month before the event:

For us to create the advertisement for your colloquium, please email to René Kotzé at information@nithecs.ac.za:

1. The title of your talk.
2. Your affiliation and a short biography of yourself (no more than 2 000 characters and spaces).
3. An abstract of your talk. Experts in your field as well as researchers from other disciplines are likely to be interested in attending your presentation, so kindly frame the abstract accordingly.
4. A recent photograph of yourself. It should be a good resolution, at least 1 megabyte in size and suitable for publicity purposes.
5. Your company name and URL (if applicable), your website link and your social media links (X, YouTube and/or LinkedIn).

To view examples of our colloquium advertisements please visit: www.nithecs.ac.za/events

Publicity

- We advertise our colloquiums chiefly via our website, newsletters and social media channels.
- **Colloquiums are recorded.** Pending your approval that we may do so, we will publish your recorded colloquium on our [YouTube channel](#) after the event.
- We also alert people about new presentations on our YouTube channel.

Thank you in advance for contributing to both NITheCS' success and the local scientific conversation.