



# Information for Course/Symposium Presenters



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**thinkbusinessevents**  
*passionate about conferences*



## Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 53<sup>rd</sup> Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 28 October - 1 November 2022 at the Brisbane Convention and Exhibition Centre (BCEC), Brisbane.

This document has been prepared to assist you with planning a successful presentation at RANZCO 2022.

## Checklist

Item	Due Date
Register for the Congress	Prior to the Congress
Advise/request special audio visual requirements (if required) to <a href="mailto:ranzco@thinkbusinessevents.com.au">ranzco@thinkbusinessevents.com.au</a>	Friday 21 October
Upload your PowerPoint presentation (in person presenters) <b>OR</b> recording (virtual presenters) to the RANZCO Speaker Preparation portal at: <a href="https://form.jotform.com/222738430885867">https://form.jotform.com/222738430885867</a>	Friday 21 October
Back-up a copy of your PPT file on a USB (in person presenters) and upload in the Speaker Preparation Room <i>*Note: USB's will NOT be accepted in the session rooms</i>	Bring to Congress
Check your presentation with the technicians in the Speaker Preparation Room (in person presenters).	Visit the Speaker Preparation Room minimum 2 hours prior to your session.

## Registration

All presenters must have registered prior to the Congress in order to remain in the program.

Please go to the Registration page on the Congress website at <http://www.ranzco2022.com/registration/> to register.

## About Your Presentation

### 1. Presentation Length

Each course / symposium runs for **90 minutes** and you will be advised by the course / symposium organiser of the time allocated to your presentation in the session.

*Note: Please ensure that your presentation does not go over your allotted time, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, all presenters need to be respectful towards their fellow session presenters.*

### 2. Presentation Format

The Congress audio visual will use Microsoft Office PowerPoint.

#### Disclosure

Disclosures must be displayed at the bottom of the first slide. For example: 'Supported by a grant from...'

#### Screen Size

The aspect ratio of the PowerPoint presentation should be **16:9**. (This is a setting in Microsoft PowerPoint). Newer

versions of PowerPoint have the slide size under 'Design' > 'Slide Size'.

### Video Clips and Photos

Any video clips within your presentation are to be in an MP4 format or a format that is playable in PowerPoint. Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation. As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar. Please bring all videos in separate files that are embedded in your PowerPoint on a USB encase any problems occur. Please make sure you advise our technical team in the speaker's preparation room or when submitting your PowerPoint if you have YouTube links. These will have to be downloaded prior to your session.

Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images in their presentations.

### MAC Users

If your presentation was created on a MAC and converted to run on a PC in PowerPoint, please make sure you send all custom fonts. Sometimes formatting may be affected so please ensure you make sure this is checked by our technical team. If you require assistance with the file conversion or formatting, please send request to [evan@glidingwingsproductions.com.au](mailto:evan@glidingwingsproductions.com.au)

If you have a Mac only presentation such as Keynote, you can bring your own Macbook to plug in at the lectern. You must advise the AV team in advance so they can ensure all is in working order prior to your presentation. Please bring your own adaptors etc.

### Sending Your Presentation to the AV Team Prior to the Congress

You have the option to present in person or virtually at RANZCO 2022 in Brisbane.

**Gliding Wings Productions** will handle all speaker preparation requirements for the RANZCO Congress. Please prepare your PowerPoint presentation in 16:9 screen size, label the presentation with **speaker full name\_date\_room\_time** and upload the file by **Friday 21 October 2022** to <https://form.jotform.com/222738430885867>

(Note: this is set up to receive files up to 1gb, please email us if your file size is larger than this.)

Your presentation/s will be checked for technical aspects prior to arriving onsite at the Congress. If you require any technical assistance at the Congress, the AV team can assist you.

### Recording your presentation (virtual presenters only)

To record a voice over, we recommend using Zoom or PowerPoint's record function as they are easy to use.

Please click on the links below and watch the video demonstration on how to record your presentation:

Using PowerPoint:

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

Using zoom:

<https://www.youtube.com/embed/ktUlex07MAw>

### Hints and Tips

- You will need a microphone, webcam, good internet connection and a quiet space to record your presentation (no background noise). Check these before recording.
- The calibre and professionalism of your presentation should be the same as if you are presenting on stage with a microphone and lectern.
- Speak clearly and loudly
- Keep a good pace
- Wear smart casual clothing if you intend to appear on the video

- Record against a plain blank wall if possible (or blur your background)
- Ensure there is no movement happening behind you as it can be distracting
- Have your camera at face height if possible and look at the camera rather than the screen
- If you must share your screen, make sure your computer work space is 'clean' – remove any personal or sensitive information.
- Ensure your presentation is within the time allocated by the course/symposium organiser.
- Once you are finished recording, play it back and ensure all the above is considered before you upload it.

### 3. Audio Visual and Presentation Room Set Up

The session room will be set up with theatre style seating. Standard equipment will include:

- 1 lectern
- Microphone
- Data projection equipment including computer (PC) equipped with Microsoft Office, PowerPoint, computer audio and a projection screen.

Any requirements beyond the standard audio-visual equipment provided, please email your request to **Gliding Wings Productions** at [evan@glidingwingsproductions.com.au](mailto:evan@glidingwingsproductions.com.au) by Friday 21 October 2022.

Requests cannot be guaranteed after this date.

**LAPEL MIC** – If you would like to utilise a lapel mic for your presentation, one will be on standby in the session room.

#### Speaker Preparation Room Sponsored by

All speakers are required to check in at the Speakers' Preparation room at least 2 hours prior to their session, or the day prior. This will ensure their presentation can be opened and loaded onto the Congress computer system. Desktop PC's will be available for final adjustments and updated files can be re-submitted at this stage. A dedicated technician will be available if you require assistance.

The Speakers' Preparation Room is located in **M10** and will be open during the following times:

Saturday 29 October	07:00 – 17:30
Sunday 30 October	07:30 – 17:30
Monday 31 October	07:30 – 17:30
Tuesday 1 November	07:30 – 11:00

#### Session Chairs

Please be at the appointed session room at least 10 minutes before your session to meet with the Session Chair and discuss with the Chair and fellow presenters how the session will run.

You may want to:

- Learn how to use the AV equipment
- Note the method that the Chair will use to indicate that your time limit is up

#### Program

The program is available on the Congress website at <http://www.ranzco2022.com/ranzco-2022-full-program/>. Please select the 'Oral Program' to check your session date, time and room.

#### Networking Lounge Sponsored by:

This central hub located in the Exhibition Hall is designed for Fellows and other delegates to have access to presenters after sessions, to ask questions, and discuss topics raised during the presentation. We ask all presenters to gather in this area in the catering break following your session to make yourself available to delegates who wish to discuss your presentation.

This area will be furnished with chairs, tables and comfortable lounges with tea and coffee available in order to



create a conducive environment for informal networking. You will also be able to watch sessions live on plasma screens.

### Scheduling Conflicts

Please contact the Congress Office immediately to advise of any conflicts in scheduling. Requests for changes must be made in writing and as soon as possible.

Note: All requests will be forwarded to the Program Committee for due consideration, but we cannot guarantee that a change can be made once the program is finalised.

#### 4. Photography and Filming

There will be a photographer and camera person present over the course of the Congress capturing images and footage. Any images/videos will be retained by RANZCO and Think Business Events. If you have any concerns with your image/video footage being taken and used in future promotional material, please advise the Congress Office by email at [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) prior to the Congress.

#### 5. On Demand presentations post Congress

Presentations will be accessible on demand post Congress. They will also be uploaded to the RANZCO website for Fellows to access. If you do not want your presentation made available on demand or uploaded to the RANZCO website post Congress, please send an email to [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) by Friday 21 October 2022.

#### 6. Live Polling

Live polling will be available to encourage interaction and reflection - consider pre and post questions. If you wish to use the virtual platform live polling, please email the RANZCO Congress Office at: [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au) with the questions and responses by Friday 21 October 2022. You are also welcome to use other polling apps such as [www.mentimeter.com](http://www.mentimeter.com) and [www.kahoot.com](http://www.kahoot.com)

#### 7. Handouts

**In-person presenters:** If you wish to provide materials for delegates at the Congress, you need to bring these with you as there will be no photocopying facilities available onsite.

**Virtual presenters:** If you wish to provide materials for delegates at the Congress, please email the handout (pdf) to the RANZCO Congress Office at [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au)

### Further Information

If you require any further information about registration, program or venue, please visit the Congress website or contact the RANZCO Congress Office:

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