RANZCO 202

Information for
Rapid Fire Presenters

RANZCO | The Royal Australian and New Zealand College of Ophthalmologists
THE LEADERS IN COLLABORATIVE EYE CARE

Table of Contents

Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 53rd 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 and pay registration fees	Prior to the Congress
Advise/request special audio visual requirements (if required) to ranzco@thinkbusinessevents.com.au	Friday 21 October
Upload your PowerPoint presentation (in person presenters) **OR** recording (virtual presenters) to the RANZCO Speaker Preparation portal at: https://form.jotform.com/222738430885867	Friday 21 October
Back-up a copy of your PPT file on a USB (in person presenters) and upload in the Speaker Preparation Room *Note: USB's will NOT be accepted in the session rooms*	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 and paid the applicable registration fees prior to the Congress and must be able to present at the Congress or organise a replacement to remain in the program. Speakers who fail to pay registration fees risk being removed from the program at the discretion of the Program Committee.

There is no reduced registration fee for presenters. Please go to the Registration page on the Congress website at http://www.ranzco2022.com/registration/ to register.

Note: The designated contact person is responsible for notifying presenters about registration information.

About Your Presentation

1. Presentation Length

The Rapid Fire presentations will be strictly timed by the Session Chair and the presenter asked to stop talking when the time is up.

Type	Total	Presentation	Q&A	Slides
"Rapid Fire" Presentations *One presenter per rapid fire presentation*	7 mins	5 mins	2 mins	5 (excluding title slide)

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 check by our technical team. If you require assistance with the file conversion or formatting, please send request to 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

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/ktJIex07MAw

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 5 minutes. If your presentation is over, it will be cut off. All pre-recorded presentations will play for the allocated length of time only. There will be no live virtual Q & A. However, there is an opportunity to provide written answers to questions received from delegates through the Congress App. Instructions will be sent closer to the time.

• 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:

• 2 lecterns (to allow quick turnaround between presentations)

• 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 by Friday 21 October 2022.

Requests cannot be guaranteed after this date.

Speaker Preparation Room *Sponsored by* ⟨Roche⟩

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

• Note that discussions are to be held at the end of each presentation, within the time limit

4. 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.

• Only presenters will be listed on the website program and program handbook. If you are a co-author or author, your name will not appear on the website program or program handbook. However, it will be published on the abstract site as a supplementary issue to Clinical and Experimental Ophthalmology on the Wiley Online Library.

• Only authors or co-authors can present at the Congress. If you are not a listed co-author and are presenting on be- half of one of the authors, please contact the Congress Office for prior approval from the Program Committee.

Networking Lounge Sponsored by: Alcon

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.

Withdrawals Policy

If you choose to withdraw your presentation, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters and co-authors about the presentation being withdrawn.

Important Notes:

A withdrawn presentation will not be reinstated. Also, note that if you have accepted the invitation to present and you do not 'show', you will be banned from presenting for five years.

5. 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 prior to the Congress.

6. 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 by Friday 21 October 2022.

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

Further Information

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

Think Business Events

Level 1, 299 Elizabeth St Sydney, NSW 2000 AUSTRALIA

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