



# 54<sup>th</sup> RANZCO Congress

## Course Presenter Guidelines

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**thinkbusinessevents**  
*passionate about conferences*



Photo courtesy of Tourism Western Australia

## Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 54<sup>th</sup> Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 21 – 23 October 2023 at the Perth Convention and Exhibition Centre (PCEC), Perth.

This document has been prepared to assist you with planning a successful presentation at RANZCO 2023.

## Checklist

Item	Due Date
Register	Prior to the Congress
Advise/request special audio visual requirements (if required) to <a href="mailto:evan@glidingwingsproductions.com.au">evan@glidingwingsproductions.com.au</a>	Friday 6 October 2023
Upload your PowerPoint presentation to the RANZCO Speaker Preparation portal at: <a href="#">Click here to submit your presentation</a>	Friday 13 October 2023
Back-up a copy of your PPT file on a USB and upload in the Speaker Preparation Room <i>*Note: USBs will NOT be accepted in the session rooms</i>	Bring to Congress
Check your presentation with the technicians in the Speaker Preparation Room	Visit the Speaker Preparation Room minimum 2 hours prior to your session.

## Registration

All presenters must have registered 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.

Please go to the Registration page on the Congress website at <https://www.ranzco2023.com/registration/> to register.

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

## About your Presentation

### Presentation Length

Each course runs for 90 minutes and you will be advised by the course organiser of the time allocated to your presentation in the session. Note: Please ensure that your presentation does not go over your allotted time.

### 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...', or 'No financial disclosures'.

## 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

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 13 October 2023**  
[Click here to submit your presentation](#)

(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.

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

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

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

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 6 October 2023.

Requests cannot be guaranteed after this date.

LAPEL MIC – If you would like to utilise a lapel mic for your presentation, please advise by 13 October 2023.

## Session Interactivity

We encourage you to make your session interactive and reflective. For example using live polling (Mentimeter instructions attached). Consider pre and post questions and encourage online submission of Q & A.

## Speaker Preparation Room

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 PCs 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 the **Speaker Lounge** and will be open during the following times:

Saturday 21 October	07:00 – 17:30
Sunday 22 October	07:30 – 17:30
Monday 23 October	07:30 – 17:30

## 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

## 2. Program

The program is available on the Congress website at:

<https://www.xcdsystem.com/ranzco/program/uzrKKze/index.cfm>

Please 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 large 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.

## 3. 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.

## 4. 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 13 October 2023.

## 5. Handouts

If you wish to provide materials for delegates at the Congress, you need to bring these with you as there will be no printing or photocopying facilities available onsite.

### 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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