



# INFORMATION FOR COURSE AND SYMPOSIUM PRESENTERS

**RANZCO 2017 Congress Office**

**Think Business Events**

Level 1, 299 Elizabeth St

Sydney, NSW 2000 AUSTRALIA

**Ph:** + 61 2 8251 0045 **Fax:** + 61 2 8251 0097 **Email:** [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au)

**thinkbusinessevents**  
*passionate about conferences*

## INTRODUCTION

The Congress Committee thanks you for agreeing to present at the upcoming 49<sup>th</sup> Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 28 October – 1 November at the Perth Convention and Exhibition Centre, Perth.

If you are presenting in a **course / symposium**, this document has been prepared to assist you with planning a successful presentation at RANZCO 2017.

## CHECKLIST

Item	Due date
Register and pay registration fees	Prior to the Congress
Advise/Request special audio visual requirements (if required) to Erikson Nygaard at <a href="mailto:enygaard@avpartners.com">enygaard@avpartners.com</a>	13 <sup>th</sup> October 2017
Upload your PowerPoint presentation to the RANZCO Congress AV team - <b>AV Partners</b> at: <a href="mailto:speakersprepperth@avpartners.com">speakersprepperth@avpartners.com</a>	23 <sup>rd</sup> October 2017
Back-up a copy of your PPT file on a USB	Bring to Congress

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## 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://ranzco2017.com/registration/> to register.

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

## 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 within 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

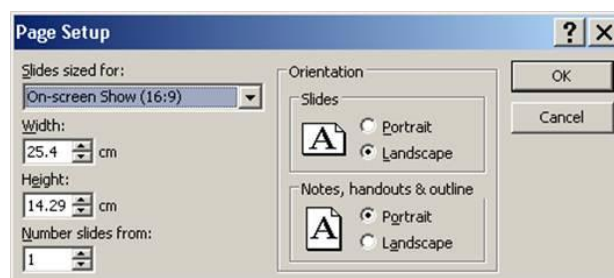
The Congress audio visual will use Microsoft Office PowerPoint.

## DISCLOSURE

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

## SCREEN SIZE

Screen size ratio is **16:9**. This is a setting in Microsoft PowerPoint, but to check when setting up your document, click on 'Design' tab, and then click 'Page Setup'. In 'Page Setup', under 'Slides sized for', select "On Screen Show 16:9"



## VIDEO CLIPS AND PHOTOS

Any video clips within your presentation are to be in either AVI or WMV format 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.

Any video files will need to be in the same folder as the PPT to work simultaneously. Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

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, you must convert your files (eg. Quicktime etc) to AVI or WMV files. Please test it before you come to the conference. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).

If you require assistance with the file conversion, please send request to [enygaard@avpartners.com](mailto:enygaard@avpartners.com)

Or if you have Mac only presentations (Keynote) you can bring your own Macbooks or similar to plug in at the lectern.

## BRINGING YOUR PRESENTATION TO THE CONGRESS

**AV Partners** will handle all audio visual requirements for the RANZCO Congress.

When you have finalised your presentation/s please send it to AV Partners by **23<sup>rd</sup> October 2017**. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Congress. If you require any technical assistance, AV Partners can assist you.

All presentations must be labelled with the date of the session, room name, time of session and presenter name with **"RANZCO 2017"** in the subject header.

Before sending files please rename all files according to this standard (if a folder contains powerpoint and video files/ pictures, please rename all files)

Date (of session) Room Name Time (session) Presenter's Name. For example:

30.10.17 Room 220 1300-1500 Arthur King.ppt

30.10.17 Room 220 1300-1500 Arthur King.avi

30.10.17 Room 220 1300-1500 Arthur King.jpg

## 3. AUDIO VISUAL AND PRESENTATION

### ROOM SET UP

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

- 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 Erikson Nygaard at [enygaard@avpartners.com](mailto:enygaard@avpartners.com) by **13<sup>th</sup> October 2017**. Requests cannot be guaranteed after this date.*

**NOTE: Internet will be available in the session rooms, but it is advisable to notify AV Partners team if you require this for your presentation.**

## **SPEAKER PREPARATION ROOM**

All speakers are required to check in at the Speakers' Preparation room, **Speaker Lounge** 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 the **Speaker Lounge** on the ground level of the PCEC and will be open during the following times:

Saturday 28 October 2017:	14:00 – 18:00
Sunday 29 October 2017:	07:00 – 17.30
Monday 30 October 2017:	07:30 – 17.30
Tuesday 31 October 2017:	07:30 – 17:30
Wednesday 1 November 2017:	08:00 – 12:00

## **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

## **4. PROGRAM**

The program is available on the Congress website. Please go to <http://ranzco2017.com/preliminary-full-program/> to check your session date and time.

## **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.

## 5. PHOTOGRAPHY / FILMING / SESSION RECORDING

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)

The College wishes to record concurrent sessions at the RANZCO Congress 2017 (audio only with PowerPoint slides) and have them available for sale to congress delegates and Fellows. Please indicate your permission to be recorded in this way via the link below:

<https://www.surveymonkey.com/r/T8BWYD8>

If you have any questions about this, please contact the Congress Office by email at [ranzco@thinkbusinessevents.com.au](mailto:ranzco@thinkbusinessevents.com.au)

### 1. AT THE VENUE

#### **Date of Congress:**

28 October – 1 November 2017

#### **Congress Venue:**

Perth Convention and Exhibition Centre (PCEC)  
21 Mounts Bay Road, Perth, WA 6000



## REGISTRATION AND NAME BADGES

The RANZCO 2017 Congress Registration is located on the Concourse in the PCEC and will operate during the times listed below:

Saturday 28 October 2017:	11:00 – 18:30
Sunday 29 October 2017:	07:00 – 17.30
Monday 30 October 2017:	07:30 – 18.30
Tuesday 31 October 2017:	07:30 – 17:30
Wednesday 1 November 2017:	08.00 – 13:00

On arrival at the Congress, please collect your badge and other materials at the registration desk. Friendly staff will be on hand during the opening hours advised above, to answer your questions and provide information about the Congress, venue and surrounds.

## GETTING THERE

The PCEC is located in the heart of Perth city. The location provides quick and easy access by car, train, bus or taxi. Please click on the following link for further information:

<http://www.pcec.com.au/getting-to-pcec>

## FURTHER INFORMATION

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

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**Website:** [www.ranzco2017.com](http://www.ranzco2017.com)

