Information for
CPD Audit Rapid Fire
Presenters

INTRODUCTION

The Congress Committee thanks you for accepting the invitation to present at the upcoming 52nd Annual Scientific Congress of TheRoyal Australian and New Zealand College of Ophthalmologists on 26 February - 1 March 2022.

NOTE: The 52nd RANZCO Congress is a virtual event.

Your rapid fire presentation will be pre-recorded with live group Q&A discussion.

This document has been prepared to assist you with planning a successful rapid fire presentation at the RANZCO Congress.

CHECKLIST

Item	Due Date
Register and pay registration fees	Prior to the Congress
Organise to upload your presentation for the Virtual Platform/Attendee Hub https://www.dropbox.com/request/X04Ic450MjGPLQXoXl3K	Monday 7 February 2022 *After this date uploads will not be accepted and your speaking slot will be forfeited.*

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REGISTRATION

All presenters must have registered and paid the applicable registration fees prior to the Congress in order to present and remain in the program. Presenters who fail to register and pay any applicable 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.ranzco2021.com/registration/ to register if you haven't already done so. This is very important for access to the virtual platform.

ABOUT YOUR PRESENTATION

Please read through the below information to prepare for your presentation.

VIRTUAL PRESENTATIONS (PRE-RECORD)
Presentation Length
5 minutes 5 minute pre recorded presentation with time for a live group Q&A discussion at the half way point in the session for the preceding 3 presentations and then at the end of the session for the final 3 presentations (not at the end of each talk).

Think Business Events will email you a link to join live for the Q & A
(Please be ready to join half an hour before the session starts).

Note: Please ensure that your presentation does not go over your allotted time. All pre-recorded presentations will play for the allocated length of time only. If your presentation is over, it will be cut off.

Presentation Format

How to record your presentation

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

Please click on the below links and watch the video demonstration on how to record your presentation:
https://www.youtube.com/watch?v=XPXEw7S95cs
https://www.youtube.com/embed/ktJlex07MAw

You will need a microphone, webcam, good internet connection and a quiet space (no background noise).

Ensure you have your full name and presentation title on the first slide.

Disclosure

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

Naming and sending your recording prior to Congress

The virtual technical team will handle all virtual speaker requirements for the RANZCO Congress.

Once you have finalised your recording (.mp4 file), please name in the following format:

FullName_CPDAuditRapidFire_Date_DD_MM_Start Time of session
Example: Dani_Palmieri_CPDAuditRapidFire_27_02_1530

Once saved with the correct name, please upload to this link:
https://www.dropbox.com/request/X04Ic450MjGPLQXoXI3K

Please send in your pre recording by MONDAY 7TH FEBRUARY. NO EXTENSIONS. This is so that the presentation can be checked for quality, length and then prepared for stitching and loading onto the virtual platform.

If your pre recording is not received by this date, you will be excluded from the program.

Video Clips and Photos and slide size

It is recommended your slide size for your presentation is in a 16x9 format in order to utilize the maximum screen real estate provided. Please see link below.

https://support.microsoft.com/en-us/office/change-the-size-of-your-slides-040a811c-be43-40b9-8d04-0de5ed79987e

Any video clips used within PowerPoint need to be embedded in your presentation. To do this drag the video onto the slide you want it on. Please size your video as big as possible if appropriate to achieve the best viewing experience. A format of mp4 is recommended but most formats are accepted in PowerPoint beyond 2016. Please check that the video has been tested before you start recording your presentation to ensure it loads correctly. 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 toolbar. When sharing your screen if using zoom to record, please make sure you tick the box share with audio.

https://support.zoom.us/hc/en-us/articles/360051673592-Sharing-and-playing-a-video

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

Presentation Tips
The calibre and professionalism of your presentation should be the same as if you are presenting on stage with a microphone and lectern.

Some general advice:

- Check your microphone and speakers before recording
- 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
- 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 you "Share Computer audio" if you have video clips or other multimedia content with audio the audience needs to hear. If sharing a web browser, share a NEW window without any extra tabs.

AUDIO VISUAL AND PRESENTATION

Joining your session on the day of presentation/s

A video conferencing software will be used on the day of your presentation. Please ensure you have these basic requirements below. We will send correspondence with your link and the process on the day in future communications. We strongly recommend you attend a rehearsal session or if you can't make it a recording of the session will be made available.

- Computer (Mac or PC) Please do not join on a phone or iPad.
- **Google Chrome browser is recommended** - Firefox and edge will also work. <u>PLEASE MAKE SURE YOU DO NOT USE SAFARI IF ON A MAC AS ITS NOT SUPPORTED.</u>
- Headset with microphone or good quality computer speakers/mic
- High speed internet connection (capable of at least 5mbps up and down). Most internet connections support this. Please have your phone charged in case your internet is not good on the day and we need to hot spot.
- Please ensure you are in a quiet, well-lit space to join the Q&A online.

Connecting to a Meeting
You will receive a link to a URL from Think Business Events closer to the Congress.

PROGRAM

The program is available on the Congress website at https://www.ranzco2021.com/full-program/

Please select the *Oral Program* to check your session details and view the other presentations in the same session. If there are any minor changes to your presentation title etc, please advise the Congress Office at ranzco@thinkbusinessevents.com.au by Monday 7 February.

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

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

ORIA top presentations
ORIA will identify the top presentations. These presentations will be marked with a star on the oral program.

CPD Audit Award

An award will be offered for the best audit. Winner will be notified.

Speaker Training

We will provide a speaker training session in early February for virtual presenters. It is requested you join this training session to learn about the platform. The sessions will:

- Run through how you will access your virtual session room
- Explain what happens on the day of your session
- Provide tips and guidelines
- Provide an opportunity for you to ask any questions.

We will send you a link for this training.

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

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-authors about the presentation being withdrawn.

Important Notes: A withdrawn presentation will not be reinstated.

ON DEMAND PRESENTATIONS POST CONGRESS

Presentations will be accessible on demand for 90 days post Congress. They may also be uploaded to a secure site on the RANZCO website for Fellows and delegates.

If you do not want your presentation made available on demand or uploaded to a secure site on the RANZCO website post Congress, please send an email to ranzco@thinkbusinessevents.com.au by 11th February, 2022.

ON CONGRESS DAY

Date of Congress: 26 February – 1 March 2022

RANZCO is a virtual event and the virtual platform will run via the Cvent Attendee Hub.

All attendees will receive an email a few days prior to the Congress with final details of how to access the virtual platform and view the presentations.

Further Information

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

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