



Presenter Information

Oral Speaker Guide – Abstract

The Congress Committee would like to thank you for accepting the offer to present at the upcoming International Orthoptic Congress (IOC) 2025 to be held in person at the Brisbane Convention Centre, Australia from 27 – 29th June, 2025. These guidelines aim to provide you with some assistance in planning for your presentation.

Preparation Checklist

You will have already registered for the congress, confirmed your details are listed correctly and provided any additional AV Information.

What?	How?	Due by:
Prepare and Name your PPT presentation.	Your Presentation should be named as follows: IOC_BlockNumber_SessionDate_SessionTime_FullName EXAMPLE: IOC_Block7_260625_1530_Nadine Tabak	Now
Upload a copy of the PowerPoint (.pptx) presentation in advance	Upload to: IOC Presenter Upload Portal	Monday 16 June 2025
Visit the Concord Speaker Preparation room.	Bring with you a USB copy of your presentation. This is your chance to check the upload worked correctly and make any last changes.	Any time up to 2 Hours prior to your session
Meet with your moderators	The two front rows of grey chairs on the left as you enter the auditorium have been reserved for speakers.	At least 10-15 Minutes prior to your session

Program

The full program is available on the IOC website. Please review the program for more details about your session date and time, and other presenters in the same session.

[Program | International Orthoptic Congress 2025](#)

Your Presentation

All **oral** presentations are 10 minutes in total; this includes an 8-minute presentation and 2 minutes Q&A. All sessions will start and end on time, and this will be strictly enforced by the session chairs and technical team.

PowerPoint Slides

- The room will have screens of **16:9** ratio
- We highly recommend that your presentation is limited to **1 slide per minute**
- All presentations must be named correctly and saved in .pptx format.

IMPORTANT: Naming and Uploading your Slides

Title slides must include your full name and presentation title. Please name your presentation in the following format:

Format: IOC_BlockNumber_SessionDate_SessionTime_FullName

Example: IOC_Block7_260625_1530_Nadine Tabak

**Once saved with the correct name please upload to
this link:**

[IOC Presenter Upload Portal](#)

Speaker Preparation Room

The Concord Speakers Prep Room has been allocated as a dedicated preparation room for presenters. All presenters are required to check into the Speaker Preparation Room **at least two hours prior to their session**, or the day before. Even if you have submitted your presentation in advance, this is still required. In this room, an AV technician will be available to upload your presentation onto the system. The Speaker Preparation Room will be open during the following times

Day	Hours
Friday 27 th June, 2025	7.30am – 4.00pm
Saturday 28 th June, 2025	7.30am – 4.00pm
Sunday 29 th June, 2025	7.30am – 1.30pm

Audio Visual

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

- Stage
- One 16:9 screen with two lecterns on either side, one for moderators and the other for presenters
- Microphone (Lapel mic will also be available upon request)
- Timing Device
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint and pre-loaded with your supplied PowerPoint, remote mouse, speakers
- Fold back monitor for Chairs and presenters

NOTE: Internet will be available in the session rooms, but you must notify the AV technician prior to the Conference if you require this for your presentation.

Additional AV requests are now overdue. If you require adjustments, please contact ioc@thinkbusinessevents.com.au urgently.

Meeting The Session Chair

The front row on your left as you walk into the auditorium is reserved for presenters during their sessions. Please meet your moderators here at least 10 minutes before your session to discuss how the session will run.

- Learn how to use the AV equipment
- Familiarise yourself with the timing equipment
- Discuss how the question time and presenter flow will be handled

On The Day

Forums: Thursday 26th June, 2025

Conference: Friday 27 – Sunday 29 June, 2025

Venue: Brisbane Convention Centre

Registration Desk: Located on the plaza level in the Plaza auditorium registration desk.

Day	Hours
Friday 27 th June, 2025	7.30am – 5.30pm
Saturday 28 th June, 2025	7.30am – 5.00pm
Sunday 29 th June, 2025	7.30am – 2.00pm

Scheduling Conflicts

Please contact the Conference 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.

Further Information

If you require any further information about registration, program or venue please contact the Conference Office or visit the website <https://ioc2025.com.au/>

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