RANZCO 57th Congress

Tāmaki Makaurau Auckland | 6-9 November 2026



Rapid Fire
Presenter Guidelines

RANZCO | The Royal Australian and New Zealand College of Ophthalmologists

THE LEADERS IN COLLABORATIVE EYE CARE

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Auckland City View

Introduction

The Congress Committee thanks you for accepting the invitation to present at the upcoming 57th Annual Scientific Congress of The Royal Australian and New Zealand College of Ophthalmologists on 6 –9 November 2026 at the New Zealand International Convention Centre (NZICC), Auckland. Your participation is an important contribution to ophthalmology and a great way to share your expertise with your peers and colleagues.

This document has been prepared to help you develop and present a successful presentation at RANZCO 2026.

Checklist

Item	Due Date
Register and pay registration fees	Prior to Congress
Advise/request special audio visual requirements (if required) to evan@glidingwingsproductions.com.au	Monday 26th October
Upload your PowerPoint presentation to the Speaker Presentation Upload portal at: https://form.jotform.com/262518051458458	Monday 26th October
Back-up a copy of your PPT file on a USB and upload in the Speaker Preparation Room **Note: USBs will NOT be accepted in the session rooms*	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 and paid the applicable registration fees prior to the Congress 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 https://www.ranzco2026.com/registration/ to register.

Note: The submitting author of the abstract 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	Presentation	Q&A	Total	Slides
"Rapid Fire" Presentations **One presenter per presentation*	4 mins	3 mins	7 mins	4 (excluding title slide)

Note: Your presentation should describe the content of your accepted abstract. Please practice your presentation and ensure that you don't speak longer than 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'.

Copyright

Presenters must ensure they hold the appropriate copyright ownership or licensing rights for all images used in their presentation materials.

Please note that some image licences may permit live presentation use only and may not extend to publication, distribution, recording, archiving, or hosting of presentation materials by the Royal Australasian College of Ophthalmologists on congress websites, apps, portals, or other platforms. It is the presenter's responsibility to ensure all image licences permit these additional uses where applicable.

Therefore, we strongly recommend the following:

- either own the copyright entirely,
- use royalty-free images with redistribution/publication rights,
- use Creative Commons images that permit this type of reuse (with proper attribution where required), and/or
- ensure their licence explicitly permits conference publication and third-party hosting/distribution.
- RANZCO will not take on the liability and cost of a presenter's utilisation of an unlawful image.

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. Please bring all videos in separate files that are embedded in your PowerPoint on a USB in case 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 or videos. These will have to be downloaded prior to your

session which we can help you with. Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images and materials associated with their presentation.

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 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

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 we can arrange for the appropriate equipment in the room prior to the congress. 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_room_time and upload the file by Monday 26th October 2026.

Click here to submit your PowerPoint 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.

2. 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, 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 by Monday 26th October 2026.
Requests cannot be guaranteed after this date.

Speaker Preparation Room – Room 514 *Sponsored by*

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 Room 514 and will be open during the following times:

Saturday 7 November	07:00 – 17:30
Sunday 8 November	07:00 – 17:30
Monday 9 November	07:00 – 17:00

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 7-minute time limit

3. Program

The program is available on the Congress website at: https://www.ranzco2026.com/program-outline/

Please check your session date, time and room. Only authors or co-authors can present at the Congress. If you are not a listed co-author and are presenting on behalf of one of the authors, please contact the Congress Office for prior approval from the Program Committee.

Networking Lounge *Sponsored by:* Roche

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 screen.

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 the following year.

4. Photography and Filming

There will be a photographer and videographer present over the course of the Congress capturing images and video footage. Any images/videos will be retained by RANZCO and Think Business Events for website, archival and Congress promotion purposes. If you have any concerns with your image/video footage being taken, please advise the Congress Office by email at ranzco@thinkbusinessevents.com.au prior to the Congress.

5. On Demand presentations post Congress

Presentations will be accessible to registered delegates 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 advise via the Speaker Presentation Upload Form or

send an email to ranzco@thinkbusinessevents.com.au by Monday 26th October 2026.

6. Handouts

If you wish to provide materials for delegates at the Congress, consider going green! Prepare a pdf document and email it to the Congress Office so it can be linked to your session in the Congress App.

Further Information

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

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