



Hello Speakers, MC and Facilitators of ATC2022! 🌐

We are thrilled you'll be sharing your stories on stage with the Talent Community.

Presentation Requirements

ATC will provide the AV set up and resources for your speaking session including microphone, computer, video and audio, display screen and internet connection.

1. Presentations: As a guide, you should have 1 content slide per 2 minutes of session. E.g., For a 20 min session: 12 mins of content, 8 mins of Q&A require 6-8 slides ([please refer to the agenda](#))
2. Presentation slides should be created at a 16:9 ratio, preferably in PowerPoint.
3. Video files should be created/saved separately at a 16:9 ratio and submitted in MP4 format. **Please do not embed videos in your slide presentation.**
4. Video should not be larger than 1080p (1920w x 1080h pixels) or smaller than 720p (1280w x 720h pixels).
5. Audio files should be saved separately and submitted in MP3 format

Submission deadlines

If you are using anything other than PowerPoint or require additional AV requirements pertinent to your presentation format, please email speakers@atcevents.com.au no later than **Friday 9 September 2022**.

Please submit your completed presentation to [this link](#) no later than **Friday 14 October 2022**.

Curators have over 25 Sessions and Decks to review, extensions are only provided in rare and extreme circumstances.

On the Day

Production support & speaker prep

Prior to your session, please check-in with the Speaker Prep team who will make sure your presentation is correctly downloaded for your session and can assist you with any updates.

The Speaker Prep desk is open daily in the Big Top Foyer for all speakers (main stage and breakout sessions) to submit their final presentations or to check / update previously submitted presentations. To make sure the team has plenty of time to assist you, please see the schedule below:

Tuesday 8 November

3.00 – 5.00 pm: Wednesday morning speakers

Wednesday 9 November

8.00 am – 1.00 pm: Wednesday afternoon speakers

2.00 – 4.00 pm: Thursday morning speakers

Thursday 10 November

8.00 am – 9.30 am: Thursday morning speakers

11.00 am – 1.00 pm: Thursday afternoon speakers

Main Stage tech

The following equipment is set up at Main Stage.

- Stage set
- Dual screen data projection with remote clicker for speaker slide advance
- Foldback monitor for speaker preview and timer
- Lectern with microphone
- Lapel microphone
- Handheld microphone
- AV operator support

Breakout session tech: Ted Hopkins Room, Taj Mahal

The following production will be set up in your breakout room

- Stage riser
- Single screen data projection (Ted Hopkins) / dual LED screen (Taj Mahal) with remote clicker for speaker slide advance
- Foldback monitor for speaker preview
- Lectern with microphone
- Lapel microphone
- Handheld microphone
- AV operator support will be available in your room 15 minutes prior to the start of your session.

Lapel mics

If you select a lapel mic, please remember that this mic clips onto your clothing at chest level and the battery pack clips onto a belt or waistband.

Speaker Information Sessions

We will be hosting a Speaker Information Session on each of the following dates.

- Thursday 15 September, 11.30am
- Tuesday 27 October, 11am

We will provide more information about these sessions shortly.