

ATC2025 IMPACT SPEAKER DUE DATES



**Wednesday
30 July**

Don't miss the Agenda Launch!

This is when all eyes are on the agenda so don't miss an opportunity to promote your session and speaker to the TA Community and attendees. The TA Community is less likely to book tickets to an event when the agenda has gaps, so it is vital that you work with us to include your session in the agenda launch.

What we need to promote your speaker and session:

- Name, Position Title, Company Name of your speaker
- High-resolution headshot: 500px (W) x 500px (H) minimum
- Session Title + Outline (4-5 sentences)
- Speaker Bio: 3-5 sentence bio. Here's an [example](#).
- Fun fact and fun photo

Please send to jo@atcevents.com.au

See Speaker Announcements here: [ATC2025](#)

**Thursday
28 August and
Friday
29 August**

Speaker Preparation and Support

ATC will book a group meeting for all Speakers in August to help you prepare for your presentation and session as well as making sure you are fully supported.

The Speaker Preparation Sessions will be held online on Thursday 28 August at 2pm and Friday 29 August at 10am.

You will be sent a calendar invitation to join your preferred session.

Marketing is welcome to attend the Speaker Prep Session as the support person.

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Friday 26 September	<p>Your Slide Deck</p> <ul style="list-style-type: none">• 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).• Presentation slides must be a .PPTX file. 16:9 ratio. You can build your deck in Canva, PowerPoint etc. just make sure when you download it, it's in .PPTX file format.• Any non-pptx native fonts must be downloaded and sent with your deck otherwise your lovely fonts may not display correctly on the big screen.• 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.• Video should not be larger than 1,080p (1,920w x 1,080h px) or smaller than 720p (1,280w x 720h px).• Audio files should be saved separately and submitted in .MP3 format.
Friday 3 October	<p>Submit your Slide Deck for review and approval</p> <p>You will be emailed a Dropbox link so you can upload your presentation deck by Friday 3 October.</p> <p>Curators have over 40 sessions and decks to review, extensions are only provided in rare and extreme circumstances.</p> <p>A curator will review your deck and reach out to you in the week commencing 6 October if any clarification is required.</p> <p>Questions: jo@atcevents.com.au</p>

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**Monday 27
to
Wednesday
29 October**

On the Day

Production Support and 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 Edge on the Atrium entrance level for all speakers (main stage and breakout session) to check or update previously submitted presentations. To make sure the team has plenty of time to assist you, please see the schedule below:

Monday 27 October

3:00pm – 5:00pm Tuesday Morning Speakers

Tuesday 28 October

8:00am – 1:00pm Tuesday Afternoon Speakers

2:00pm – 4:00pm Wednesday Morning Speakers

Wednesday 29 October

8:00am – 9:30am Wednesday Morning Speakers

11:00am – 1:00pm Wednesday Afternoon Speakers

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At Event

Speaker Equipment

The following presentation equipment is provided for you in each venue; if you have other AV requirements please advise ginny@atcevents.com.au by Friday 3 October.

Main Stage: The Edge

- Stage set (panel seating and lectern available).
- Single LED screen, data projection with remote clicker for speaker slide advance.
- Foldback monitors for speaker preview and session timer.
- Headset microphone* or handheld microphone.
- AV operator support.

Breakout Session: ACMI Cinema 2

- Stage riser with lectern (panel seating available).
- Single cinema screen data projection with remote clicker for speaker slide advance.
- Foldback monitors for speaker preview and session timer.
- Headset microphone*, handheld or lectern microphone.
- AV operator support will be available in your room 15 minutes prior to the start of your session.

Breakout Session: ACMI Swinburne Studio

- Stage riser with lectern (panel seating available).
- Dual screen data projection with remote clicker for speaker slide advance.
- Foldback monitors for speaker preview and session timer.
- Headset microphone*, handheld or lectern microphone.
- AV operator support will be available in your room 15 minutes prior to the start of your session.

**Headset Mics: for wardrobe planning purposes, please remember that the battery pack clips onto your belt or waistband.*

Questions about your session, agenda, promotion: Email jo@atcevents.com.au

Questions about your stage, AV needs: Email ginny@atcevents.com.au