

# SPEAKER PREP – SLIDES

Questions about Session, Agenda, Promotion: [jo@atcevents.com.au](mailto:jo@atcevents.com.au)

Questions about Stage or AV Needs: [ginny@atcevents.com.au](mailto:ginny@atcevents.com.au)

## Your Slide Deck Format

- 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.
- Presentation slides must 16:9 ratio and will be presented using PowerPoint. You can build your deck in Canva (download in .pptx file format) or in PowerPoint (.ppt file format). If you are building them in Keynote or Google Slides, please advise [ginny@atcevents.com.au](mailto:ginny@atcevents.com.au).
- Any non ppt 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 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.

## Upload your Slides to Dropbox – for review and approval

**DUE: Friday, 18 September 2026 (3 weeks prior to the event)**

We will email you a Dropbox link upload your presentation deck.

We have 40 sessions and decks to review.

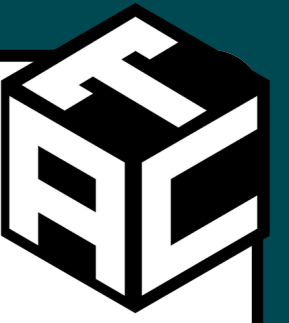
Extensions are granted for rare and extreme circumstances only.

A curator will review your deck and reach out if feedback or clarification is required.

Your deck will also be sent prior to the event to the AV team to test onsite.

This is a crucial step to ensure your session goes off without a hitch.

Questions: [ginny@atcevents.com.au](mailto:ginny@atcevents.com.au)



# SPEAKER PREP MEETINGS

ATC will send all Speakers a calendar invitations for Speakers to attend two sessions:

1. Online Prep Meeting – August
2. Onsite Prep Meeting – October

## AUGUST – ONLINE MEETING

This session run by Jo Vohland and Ginny Telfer will help your speaker understand the venue, stage, AV and timings. They can ask any questions to ensure they are prepared. They will be invited to attend one of these two dates:

- Monday, 10 August 2026 12pm
- Wednesday, 19 August 2026 2pm

Ensure your Speaker attends one of these sessions.

Do not send AI notetakers in their place. Marketing Leaders are also welcome to attend.

## OCTOBER – ONSITE MEETING AT SPEAKER PREP DESK

The Speaker Prep desk is open daily in “The Edge” on the Atrium entrance level for all speakers (main stage and breakout sessions). This is when your Speaker can check or update their previously submitted slides.

The AV team meets with Speakers based on their session time and date:

### **Monday, 12 October**

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

### **Tuesday, 13 October**

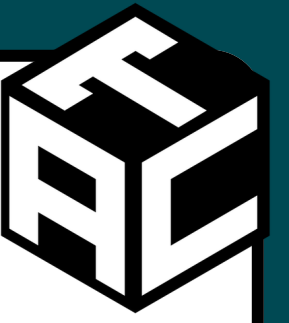
8:00am – 1:00pm for Tuesday Afternoon Speakers

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

### **Wednesday, 14 October**

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

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



# SPEAKER – AV AND STAGE

We use three different rooms, each equipped with modern AV to support your presentation. If you have other AV needs, advise [ginny@atcevents.com.au](mailto:ginny@atcevents.com.au) **before Friday, 18 September 2026.**

**Event Partner and Platinum Sponsors:** all speak on Mainstage, The Edge.

**Gold and Silver Sponsors:** are allocated one of the three rooms.

## For those Speaking on 'The Edge' Stage

**Stage:** Yes, walk up the stairs into the large stage.

**Stage Furniture:** Please advise if your speaker is standing or if chairs or stools are needed.

**Audience:** Tiered Theatre Seating

**Screen:** Single very large LED screen, data projection, remote clicker for speaker slide advance

**Foldback monitors:** A floor level TV screen will be visible for the speaker to see next slide

**Countdown Timer:** A floor level TV screen with countdown timer will be visible

**Microphone:** Headset microphone or handheld microphone available.

**AV Team:** AV operator in the room to support as well as an ATC Stage Manager

## For those Speaking at ACMI Cinema 2

**Stage:** No. You'll be standing floor level

**Stage Furniture:** Directors Chairs will be available if required

**Audience:** Tiered Theatre Seating

**Screen:** Cinema Screen projection with remote clicker for speaker slide advance

**Foldback monitor:** A floor level TV screen will be visible for the speaker to see next slide

**Countdown Timer:** A floor level TV screen with countdown timer will be visible

**Microphone:** Headset microphone or handheld microphone available.

**AV Team:** AV operator and ATC Room Manager support available in your room 20 mins prior to your session.

## For those speaking at ACMI Swinburne Studio

**Stage:** Yes, a low riser

**Stage Furniture:** Presenter stools will be available if required

**Audience:** Round Table Floor Seating

**Screen:** Dual Screens, data projection with remote clicker for speaker slide advance.

**Foldback monitor:** A floor level TV screen will be visible for the speaker to see next slide

**Countdown Timer:** A floor level TV screen with countdown timer will be visible

**Microphone:** Headset microphone or handheld microphone available.

**AV Team:** AV operator in the room to support as well as an ATC Room Manager

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

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# YOUR ATC2026 SUPPORT TEAM



## ATC TEAM

### SPONSORS & SPEAKERS

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### MARKETING & PROMOTIONS

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## HARRY THE HIRER

### EXPO STAND UPGRADES & BUILD ENQUIRIES

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## FED SQUARE

### VENUE, DELIVERIES & ACCESS

Craig Tierney

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### VEHICLE ACCESS

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