



Video Session Guidelines

Prepared by the XXVII IFSO World Congress Office

Think Business Events

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Introduction

The Congress Committee thanks you for presenting at the upcoming IFSO World congress at MCEC, Melbourne from 3 – 6 September, 2024.

This document has been prepared to assist you with planning a successful presentation for the Congress. Although you may be an experienced speaker, we have a range of tools and features that you can use to leverage your presentation or session.

Should you have any questions about the requirements outlined in this document please do not hesitate to contact the Congress Office at ifso@thinkbusinessevents.com.au

Checklist

Please refer to the checklist below:

	Due date	Complete
Upload Video. https://form.jotform.com/241898003522859	20/08/2024	

About your video presentation

Presentation length

You will have a maximum of 7 minutes to present your video including question time. If you go over time you will have to stop presenting and make way for the next presenter.

All sessions will start and end on time, and this will be strictly enforced by the session chairs.

Video Upload

Please upload your video presentation to the below link by **20 August 2024**. Follow the instructions and label your name, session, date and time of your presentation corresponding to the program which you can access once clicking on the link below:

<https://form.jotform.com/241898003522859>

PowerPoint Template and Conflict of Interest Disclosure

Please ensure you use the IFSO PowerPoint Template file, part of the template is the Conflict of Interest Slide, please ensure this is filled out and is part of your PowerPoint slide pack. Please click her for Powerpoint Template <https://ifso2024.org/speakers-guidelines/>

Video Presentation format

- Videos must include verbal narration in English. Narration must use generic terms and videos cannot contain any evidence of commercial support.
- Acceptable video format: **MP4**
- Maximum length of video: **7 minutes**
- Maximum size of the video: **100 MB**
- Videos should be in a standardized format:
 - Video title
 - Disclosure
 - Clinical presentation and indication for surgery

- Preoperative x-ray images / endoscopy / blood results
- Operative procedure
- Postoperative outcome
- Conclusions

If you require assistance with the file conversion, please send a request via ifso@thinkbusinessevents.com.au

On Congress Day - Key information

Please familiarise yourself with the following information prior to arriving onsite, to ensure you have everything you need and ensure you have a smooth Congress experience.

Speaker preparation room

An AV technician will be available in the speaker preparation room to upload your presentation onto the system if you have not uploaded it via the link provided. **All presenters are required to check in to the speaker preparation room at least two hours prior to their session or the day before** to allow time to ensure their presentation can be checked and verified by you.

The Speaker Preparation Room will be located in **Meeting Room 205 on Level 2 of MCEC** and will be opening during the following times:

Tuesday 3 September	1:00 PM – 5:30 PM
Wednesday 4 September	7:00 AM – 5:30 PM
Thursday 5 September	7:00 AM – 5:30 PM
Friday 6 September	7:30 AM – 4:30 PM

Your session

Please be at the **appointed session room at least 15 minutes before the beginning of your session** to meet with the Session Chair and confirm how the session will run. You may want to:

- Learn how to use the AV equipment
- Familiarise yourself with the timing equipment
- Discuss how the question time will be handled
- Discuss how and when to distribute handouts (if you have brought any with you)

Arriving early to your session gives you the best chance to feel comfortable with the Congress space, presentation technology and management of the session.