

# ATC2025 IMPACT SPEAKER DUE DATES



<p><b>Wednesday 30 July</b></p>	<p><b>Don't miss the Agenda Launch!</b> 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.</p> <p><b>What we need to promote your speaker and session:</b></p> <ul style="list-style-type: none"><li>• Name, Position Title, Company Name of your speaker</li><li>• High resolution headshot: 500x500px minimum</li><li>• Session Title + Outline (4-5 sentences)</li><li>• Speaker Bio: 3-5 sentence bio. Here's an <a href="#">example</a>.</li></ul> <p>Please send to <a href="mailto:jo@atcevents.com.au">jo@atcevents.com.au</a> See Speaker Announcements here: <a href="#">ATC2025</a></p>
<p><b>Thursday 28 August &amp; Tuesday 2 September</b></p>	<p><b>Speaker Preparation and Support</b></p> <p>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.</p> <p>The Speaker Preparation Sessions will be held online on Thursday 28 August at 2.00 pm and Tuesday 2 September at 1.00 pm. You will be sent a calendar invitation to join your preferred session.</p> <p>Marketing is welcome to attend the Speaker Prep Session as the support person.</p>

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<p><b>Friday 26 September</b></p>	<p><b>Your Slide Deck</b></p> <ul style="list-style-type: none"><li>• 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&amp;A require 6-8 slides (please refer to the <a href="#">agenda</a>).</li><li>• Presentation slides must 16:9 ratio and submitted as a Powerpoint .ppt file.</li><li>• You can create your deck in Canva (download as a .pptx file) but please open your download in Powerpoint and check that all text sizes are entered as whole numbers, ie. 120 not 121.4, and alignment/line spacing is consistent.</li><li>• Any non ppt native fonts must be downloaded and sent with your deck otherwise your lovely fonts may not display correctly on screen.</li><li>• Videos should be created at 16:9 ratio and submitted as a separate .Mp4 file. <b>Please do not embed videos in your slide presentation.</b> Video should not be larger than 1080p (1920w x 1080h px) or smaller than 720p (1280w x 720h px).</li><li>• Audio files should be saved as .Mp3 and submitted separately.</li></ul>
<p><b>Friday 3 October</b></p>	<p><b>Submit your Slide Deck for review and approval</b></p> <p>You will be emailed a Dropbox link so you can upload your presentation deck <b>by Friday 3 October.</b></p> <p>Curators have over 40 sessions and decks to review, extensions are only provided in rare and extreme circumstances. A curator will review your deck and reach out to you in the week commencing 6 October if any clarification is required.</p>

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## **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 sessions) 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  
to  
Wednesday  
29 October**

### **Monday 27 October**

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

### **Tuesday 28 October**

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

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

### **Wednesday 29 October**

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

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

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<b>At Event</b>	<p><b>Speaker Equipment</b></p> <p>The following presentation equipment is provided for you in each venue; if you have other AV requirements please advise <a href="mailto:ginny@atcevents.com.au">ginny@atcevents.com.au</a> by Friday 3 October.</p> <p><b>Main Stage: The Edge</b></p> <ul style="list-style-type: none"><li>• Stage set (panel seating and lectern available).</li><li>• Single LED screen, data projection with remote clicker for speaker slide advance.</li><li>• Foldback monitors for speaker preview and session timer.</li><li>• Headset microphone* or handheld microphone.</li><li>• AV operator support.</li></ul> <p><b>Breakout Session: ACMI Cinema 2</b></p> <ul style="list-style-type: none"><li>• Stage riser with lectern (panel seating available).</li><li>• Single cinema screen data projection with remote clicker for speaker slide advance.</li><li>• Foldback monitors for speaker preview and session timer.</li><li>• Headset microphone*, handheld or lectern microphone.</li><li>• AV operator support will be available in your room 15 minutes prior to the start of your session.</li></ul> <p><b>Breakout Session: ACMI Swinburne Studio</b></p> <ul style="list-style-type: none"><li>• Stage riser with lectern (panel seating available).</li><li>• Dual screen data projection with remote clicker for speaker slide advance.</li><li>• Foldback monitors for speaker preview and session timer.</li><li>• Headset microphone*, handheld or lectern microphone.</li><li>• AV operator support will be available in your room 15 minutes prior to the start of your session.</li></ul> <p><i>*Headset Mics: for wardrobe planning purposes, please remember that the battery pack clips onto your belt or waistband.</i></p>
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Questions about your session, agenda, promotion: [jo@atcevents.com.au](mailto:jo@atcevents.com.au)

Questions about your stage, AV needs: [ginny@atcevents.com.au](mailto:ginny@atcevents.com.au)