



CONNECTED IN DIVERSITY: POSITIONED FOR IMPACT  
CAPE TOWN, SOUTH AFRICA. 21-25 MAY 2018

[WWW.WFOTCONGRESS.ORG](http://WWW.WFOTCONGRESS.ORG)

# INFORMATION FOR IN-CONGRESS WORKSHOP PRESENTERS

**WFOT CONGRESS 2018 Secretariat:**

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## INTRODUCTION

The WFOT Congress 2018 Committee thanks you for accepting the invitation to present your In-Congress Workshop at the upcoming **WFOT Congress 2018** to be held at the **Cape Town International Convention Centre**, Cape Town, South Africa from 21- 25 May 2018.

This document has been prepared to assist you with planning a successful workshop at the WFOT Congress 2018.

## CHECKLIST

| ITEM  | Due date                                 |
|---|--|
| Register and pay registration fees  | <b>29 March 2018</b> (absolute deadline) |
| Prepare any handouts to distribute to delegates (if applicable)   | Prior to the Congress                    |
| Send your PowerPoint presentation to the WFOT Congress AV team ( <b>Core Productions</b> ) at: <a href="mailto:wfot2018@gmail.com">wfot2018@gmail.com</a> | 10 <sup>th</sup> May 2018                |
| Back-up a copy of your PPT file on a USB  | Bring to AV Technician at the Congress   |

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## REGISTRATION

All presenters must have registered and paid the applicable registration fees and must be able to present at the Congress or organise a replacement to remain in the programme. **Speakers who fail to pay registration fees by 29 March**, risk being removed from the programme at the discretion of the Programme Committee.

There is no reduced registration fee for presenters. If you cannot attend the full congress, please ensure that you are registered for the day/s you are scheduled to present.

Please go to the Registration page on the Congress website at <http://www.wfotcongress.org/registration.php> to register.

**Note: The designated contact person is responsible for notifying all co-presenters about registration information.**

## ABOUT YOUR PRESENTATION

### Presentation Date, Time and Length

Please take note of your scheduled workshop presentation date, time and length at: <http://www.wfotcongress.org/congress-programme.php>

### Presentation Format

The Congress audio visual will use Microsoft Office PowerPoint.

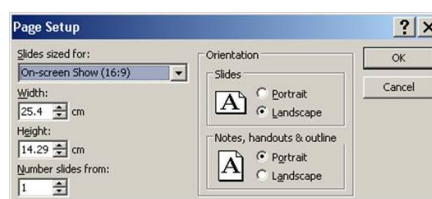
If your presentation was created on a MAC and converted to run on a PC, you must convert your files (eg. Quicktime etc) to **MP4 or WMV files**. Please test it before you come to the congress. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).

If you require assistance with the file conversion, please send request to [wfot2018@gmail.com](mailto:wfot2018@gmail.com)

If you have Mac only presentations (Keynote) you can bring your own Macbooks or similar to plug in at the lectern. You must go to your allocated session room during the catering break **prior to your session to test and plug in the machine to ensure all is in order.**

### Screen Size

Screen size ratio is **16:9**. This is a setting in Microsoft PowerPoint, but to check when setting up your document, click on 'Design' tab, and then click 'Page Setup'. In 'Page Setup', under 'Slides sized for', select "On Screen Show 16:9"



### Video Clips and Photos

Any video clips within your presentation are to be in either **MP4 or WMV format** playable in PowerPoint. Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.

As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

Any video files will need to be in the same folder as the PPT to work simultaneously. Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images in their presentations.

## Bringing Your Presentation to the Congress

**Core Productions** will handle all audio visual requirements for the WFOT Congress.

When you have finalised your presentation/s please send it to **Core Productions** at [wfot2018@gmail.com](mailto:wfot2018@gmail.com) by **10 May 2018**. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Congress. If you require any technical assistance, **Core Productions** can assist you.

**Note:** Any large files (over 10mb) must be sent via a file sharing software such as [www.wetransfer.com](http://www.wetransfer.com) to the AV Team at [wfot2018@gmail.com](mailto:wfot2018@gmail.com). We Transfer allows you to send files up to 2GB for free.

All presentations must be labelled with the date of the session, time of session, presenter name with **"WFOT Congress 2018: In-Congress Workshop"** in the subject header.

Before sending files please rename all files according to this standard (if a folder contains PowerPoint and video files/ pictures, please rename all files)

Date (of session) Time (session) presenter name (name)

**Even though the presentation has been mailed through, please bring it along on a USB stick.**

## AUDIO VISUAL AND PRESENTATION

### Room Set Up

The session room will be set up with **round tables**.

Standard equipment will include: Lectern, microphone and data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, computer audio and a projection screen.

*Any requirements beyond the standard audio visual equipment provided, please email your request to [wfot2018@gmail.com](mailto:wfot2018@gmail.com) by **10<sup>th</sup> May 2018**. Requests cannot be guaranteed after this date.*

**NOTE: Internet will be available in the session rooms, but it is advisable to notify AV team if you require this for your workshop.**

### Speaker Preparation Room

All speakers are required to check in at the Speakers' Preparation room, **1.5.1** at least 2 hours prior to their session, or the day prior. This will ensure their presentation can be opened and loaded onto the Congress computer system. Desktop PC's will be available for final adjustments and updated files can be re-submitted at this stage. A dedicated technician will be available if you require assistance.

The Speakers' Preparation Room is located in the **1.5.1** is on level 1 at the CTICC and will be open during the following times:

|                        |               |
|------------------------|---------------|
| Monday 21 May 2018:    | 12:00 – 17:00 |
| Tuesday 22 May 2018:   | 07:00 – 17.30 |
| Wednesday 23 May 2018: | 07:30 – 17.30 |
| Thursday 24 May 2018:  | 07:30 – 17:30 |
| Friday 25 May 2018:    | 07:30 – 16:00 |

## PROGRAMME

The programme is available on the Congress website. Please go to <http://www.wfotcongress.org/congress-programme.php> to check your session and presentation date and time.

- **Only presenting authors will be listed on the website programme and programme handbook.** ALL authors will be listed in the Congress app.
- **Only authors or co-authors can present at the Congress.** If you are not a listed co author and are presenting on behalf of one of the authors, please contact the Congress Office for prior approval from the Programme Committee.

### Scheduling Conflicts

Please contact the Congress Office immediately to advise of any conflicts in scheduling. Requests for changes must be made in writing and as soon as possible.

Note: All requests will be forwarded to the Programme Committee for due consideration, but we cannot guarantee that a change can be made once the programme is finalised.

### Withdrawals Policy

If you choose to withdraw your presentation, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters and co-authors about the presentation being withdrawn.

## PHOTOGRAPHY

There will be a photographer present over the course of the Congress capturing images. Any images will be retained by WFOT and Think Business Events. If you have any concerns with your image being taken and used in future promotional material, please advise the Congress Office by email at [info@wfotcongress.org](mailto:info@wfotcongress.org)

## AT THE CONGRESS VENUE

### On Congress Days



#### Date of Congress:

21 – 25 May 2018 (Monday 21<sup>st</sup> May is Pre Congress Workshops and Education Day. Oral presentations and other sessions will commence on Tuesday 22<sup>nd</sup> May).

#### Congress Venue:

Cape Town International Convention Centre (CTICC)  
1 Lower Long Street, Cape Town, 8001  
South Africa

### Registration and Name Badges

The WFOT 2018 Congress Registration Desk is located at the CTICC and will operate during the times listed below:

|                           |                      |
|---------------------------|----------------------|
| <b>Monday 21 May 2018</b> | <b>13:00 – 17:00</b> |
| Tuesday 22 May 2018       | 07:00 – 17:30        |
| Wednesday 23 May 2018:    | 08:00 – 17.30        |
| Thursday 24 May 2018      | 08:00 – 17.30        |
| Friday 25 May 2018        | 08:00 – 12:30        |

On arrival at the Congress, please collect your badge and other materials at the registration desk. Friendly staff will be on hand during the opening hours advised above, to answer your questions and provide information about the Congress, venue and surrounds.

## Getting to the Congress Venue

The CTICC is located just outside of the Cape Town city centre. The location provides quick and easy access by car, train, bus or taxi. Please click on the following link for further information:

<http://www.cticc.co.za/maps-and-directions>

## Further Information

If you require any further information about registration, programme or venue, please visit the Congress website or contact the Congress Secretariat.

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