Dear Presenter,

Congratulations on being selected for an **oral presentation** at the XIVth International Orthoptic Association Congress being held virtually from 9-11 June 2022. Please take the time to look at the presentation guidance below.

Firstly, don't forget to register for the event! You can register via **www.delegate-reg.co.uk/ioa2022/registration**.
You must register by **Monday 4th April 2022** to hold your spot in the programme.

Session assignment & dates
Your session assignment has been posted in the Congress programme **www.delegate-reg.co.uk/ioa2022/programme-2022.**
We attempted to accommodate each author's time zone as best as we could within this complex international programme.
All plenary session presentations are set at **8 minutes**. The virtual sessions have set blocks of time, therefore presentations exceeding 8 minutes will unfortunately be cut off.

Presentation delivery
You have the option to deliver talks live on the day or to record in advance.
Please inform us of your preference as soon as possible at **ioa@kc-jones.co.uk**

If submitting a recorded presentation
- If you wish to deliver your talk as a recorded presentation you must submit a video file with your slides in **PowerPoint format**.
- Your presentation must be received by **Wednesday 25th May 2022.**
- Submissions can be emailed to **ioa@kc-jones.co.uk**. Large file sizes can be submitted via WeTransfer or Dropbox. Files will not be accepted from SharePoint.
- We recommend using Zoom to pre-record your presentation as you can record anything shared on your screen. However, we accept any platform that ensures good video and audio quality to be captured.
- Please make sure you save your presentation in a file with your name as the title.

   Notes regarding content of your PowerPoint presentation:
   - Keep bullet points to a minimum and concise
   - Use a legible font and size. Please avoid using Serif fonts, where possible
   - Consider colour combinations that others may struggle to distinguish between, e.g., red and green, green and brown, green and blue etc.
   - Images, photos, and embedded videos are acceptable; however videos may appear choppy to viewers with inadequate internet connection.

Live presentation requirements
- Programme coordinators will contact you approximately 1 week in advance of your session to confirm the log in process (see details below).
- You must submit your **PowerPoint slides** by **Wednesday 25th May 2022** to **ioa@kc-jones.co.uk**. Large file sizes can be submitted via WeTransfer or Dropbox. Files will not be accepted from SharePoint.
- It is **highly recommended** to also submit a recorded version of your presentation as a back-up in the event of technical issues during delivery. See details above regarding submission of a recorded presentation. The recorded version must be received by **Wednesday 25th May 2022.**

Financial disclosure statement
Each presentation must include a **financial disclosure statement**. A description for this can be found within the *Abstract Submission* tab in the IOA Congress webpage: https://www.delegate-reg.co.uk/ioa2022/abstract-submission.
Template slides have been included your programme announcement email and also available in the *Keydates & FAQ* tab of the IOA Congress webpage.

Live Question & Answer session
Each session will have a live panel discussion (Q&A) session at the end to allow presenters and delegates to engage immediately after the session. The presenter (or an approved alternate author) will be expected to be available for this session. These will run for ~15-20 minutes.

System demonstration session for Presenters
We will be providing a presenter demonstration to allow you to familiarise yourself with the platform ahead of your session and ease any concerns you may have. Details for the demonstration session are as follows:
Date: Tuesday 31st May 2022
Time: 12:00 BST
Zoom Link: https://us02web.zoom.us/j/81541753100
Meeting ID: 829 6602 9983

Don't worry if you are unable to join this demonstration. There is also a pre-recorded walkthrough available - click here to watch this; https://vimeo.com/527761545

The Congress will be taking place on a platform called OnAIR. Further information about how to join the Congress and your session within the virtual platform and will be sent approximately 1 week prior to the Congress.

Sharing content
We will be sharing all PowerPoint presentations with delegates following the event. If you do not want your presentation to be shared, please let us know when sending your files.

We look forward to welcoming you in June and hearing more about your research!