

# FIGO Cape Town 2025:

## Surgical Video Classroom Presenter Guidelines

4–9 October 2025 | Cape Town International Convention Centre (CTICC)

### 1. Upon Arrival at the CTICC

Follow venue signage to collect your registration badge and pocket programme at the Registration Desk in CTICC 1.

#### Registration Desk Opening Hours:

|                          |               |
|--------------------------|---------------|
| Saturday 4 October 2025  | 07:00 – 18:00 |
| Sunday 5 October 2025    | 07:00 – 18:00 |
| Monday 6 October 2025    | 07:30 – 18:00 |
| Tuesday 7 October 2025   | 07:30 – 18:00 |
| Wednesday 8 October 2025 | 07:30 – 18:00 |
| Thursday 9 October 2025  | 07:30 – 13:30 |

### 2. Film Festival

If you are presenting a video as part of the film festival, we already have your video file which you uploaded online for review by the scientific programme committee.

- Film festival presenters will have time to introduce their video before it plays and take questions at the end.
- You are welcome to prepare presentation slides to present in addition to your video. Please prepare your presentation slides following the guidance under ‘Presentation slides’ above.
- Please bring a copy of your presentation slides and/or edited video files on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, our session start time.
- The film festival cinema is located in the **exhibition hall on Hall 4**.
- Once you are at the lectern, simply click on your slides and/or video on the laptop provided to launch your slides and/or video, then use the slide clicker or arrows on the keyboard to advance your slides and/or video. At the end of your presentation click ‘Escape’ to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.
- Film festival videos may be added to FIGO’s online knowledge hub after the event. If you do not want FIGO to retain your film after the event has taken place, please contact us.
- Please come to the on-site preview room at room Hall 4B the day before, or at least 2 hours before, your session start time to test your PPT or video presentation and sign a speaker consent form.
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### 3. Speakers' Preview Room

**Location:** Hall 4B

All presenters must check in and sign in here to confirm onsite participation.

- Upload or update your presentation at least 2 hours before your session.
- If your session is in the morning, submit your file the day before.
- The use of personal laptops, USBs or other external hard drives in session rooms is not allowed. All presentations must be uploaded at least 2 hours prior to your session in the speakers' preview room.
- Complete your speaker consent form (mandatory).

#### Speakers' Preview Room Opening Hours:

|                          |               |
|--------------------------|---------------|
| Saturday 4 October 2025  | 07:00 – 18:00 |
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| Monday 6 October 2025    | 07:30 – 18:00 |
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\*Technicians will be available to assist in both the Speakers' Preview Room and session rooms.

### 4. Congress Mobile App

All speakers will be sent instructions to download the Congress mobile app prior to the live event.

Please download the app and create your profile, adding your headshot and short biography. This will help delegates know more about the session and speakers, and assist the session chairs in introducing you before your presentation.

You will also find the full programme including room allocations and a venue map in the Congress mobile app.

### 5. At the time of your presentation

- Arrive at the Film Festival podium at least **10-15 minutes early**
- Check your presentation works correctly
- Greet the session chair, letting them know how you would prefer to be introduced if necessary
- Stick to time limits to allow for Q&A. Chairs and Co-Chairs are responsible for managing time and may stop over-running presentations

### 6. Presentation file requirements

- Use the official [FIGO 2025 PowerPoint™ template \(16:9\)](#)
- Embed videos in .mp4 format (H.264 codec), 1920x1080, max 60 fps
- Label unembedded video files with presenter name and slide number
- Use TrueType fonts
- Mac users: save presentations in PC-compatible format
- Logos of for-profit organisations are not permitted

## 7. Electioneering

Electioneering, canvassing or otherwise campaigning during the scientific programme is prohibited. Speakers may be asked to leave the stage if they are seen to be campaigning for votes. Any candidate promotion or campaign materials left in session rooms will be removed.

## 8. Security and contingency planning

FIGO is committed to participant safety. We have contingency protocols in place, particularly for sensitive or politically charged sessions.

### Measures include:

- Monitoring local conditions via trusted partners
- Coordination with security providers
- Clear instructions for staff and delegates in case of disruption
- Alternative transport routes
- Session rescheduling or relocation with rapid communication
- Always follow instructions from FIGO organisers, room managers, or security personnel
- Do not attempt to manage conflict situations independently.

If you are no longer able to present at FIGO Cape Town 2025, please [contact us](#) as early as possible.

If you need assistance, please [contact us](#) or visit the speakers' preview room onsite.

**Thank you for speaking at FIGO Cape Town 2025!**