

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. Video Upload

Please upload your video for technical review **before 25 September**.

Upload via this link: <https://form.jotform.com/252471421729053>

3. Speakers' Preview Room

If you missed the deadline, please bring a copy of your PPT or video presentation on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.

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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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

*Technicians will be available to assist in both the Speakers' Preview Room and session rooms.

4. Video requirements

If you are presenting a pre-recorded video as part of the surgical video classroom, please prepare it as follows:

- Acceptable file types include: avi, mov, mpg, and mp4.
- Videos must be of good visual quality. Videos should not be lower than 1280 x 720 resolution and should be submitted in 16:9 aspect ratio.
- Please test the audio on videos prior to submission to ensure clarity.
- All references to patient identity must be removed, unless you have received formal consent from the patient which must be declared at the start of the video.
- Logos of any for-profit organisations are not permitted.
- Save and name your video as: **Last name_Video title** with a .mp4 extension for better compatibility.
- 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.
- The surgical video classroom is located at **Auditorium 1**.
- Once you are at the lectern in your session room, 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 the arrows on the keyboard to advance your slides and/or video. At the end of your presentation click 'Escape' on the keyboard 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.
- Videos presented as part of the surgical video classroom may be added to FIGO's online knowledge hub after the event. If you do not want FIGO to retain your video after the event has taken place, please contact us.
- The deadline to send PPT and video presentations over email was 25 September. After this date, we are no longer able to accept new PPT or video presentations over email.
- If you missed the deadline, please bring a copy of your PPT or video presentation on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.
- Please come to the on-site preview room at 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

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. Conflict of Interest (COI) - Mandatory

All presenters must include a completed disclosure slide as **slide 2** of their presentation.

What to do:

- Download the official template:
- Declare any financial relationships or state: “No relevant conflicts of interest to declare.”
- Disclose off-label use of products if applicable.
- Ensure the slide is current as of your presentation date.

***Presentations without a disclosure slide may be delayed or removed.**

6. At the time of your presentation

- Arrive at your session room at least **10-15 minutes early**
- Report to the Room Manager
- 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

7. Audiovisual equipment provided

Each session room includes:

- Data projector (single projection)
- Laptop with Windows and Office Suite
- Microphones

Not supported:

- Mac computers and Keynote files
- Presenter View

8. 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

9. Presentation preparation and delivery tips

Preparation:

- Align spoken content with slides

- Avoid technical jargon and full sentences
- Use 6 bullet points max per slide
- Duplicate slides if referring; avoid navigating backward
- Use extra slides to break down complex topics

Structure:

- Introduce your topic and outline key points
- Present methods, results, and conclusions
- End with clear take-home messages

Delivery:

- Prepare a spoken script in advance
- Speak slowly and clearly. Some rooms will offer translation for the audience on the screen via AI captioning.
- Arrive at your session room early to familiarise yourself with the venue, room and AV setup
- Notify technicians of special needs before your session
- Please ensure you stick to your allocated time. You will receive a one-minute warning as you approach the end of your slot. If you continue beyond your allotted time, your presentation will be automatically stopped, and the Chair may ask you to conclude immediately. Always manage your time carefully to avoid interruptions.

10. 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.

11. 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!