



GUIDELINES FOR SPEAKERS

Thank you for contributing to the programme of the 18th World Congress of Neurosurgery (WFNS 2023) taking place at the Cape Town International Convention Centre (CTICC) in Cape Town, 4 – 8 December 2023.

This document serves as a final reminder and briefing on your participation in the programme. Please read it carefully and contact the Programme Secretariat (beforehand) or the Room Assistant (at the congress) if you have any questions.

The final programme can be found on the congress [website](#) and will also be available on the congress app. We encourage you to review it carefully and ensure that you are familiar with your programme role(s) and presentation dates and times.

RULES FOR PRESENTATIONS

Presentation format:

- All presentations should be in Microsoft PowerPoint or PDF. No other formats will be accepted.
- All presentations should be in standard definition (SD) resolution.

Media files: If you are using media files (e.g., videos, photos), please use the lowest sufficient resolution, embed media files within the presentation, and bring source media files with you.

Screen ratio: Screens will be in 16:9 format.

Are you an Apple user? Apple users are requested to bring all components of their presentation (e.g., video files, audio files, photographs, etc.) separately. You are also requested to wait and check the converted presentation before leaving the Speaker Prep Room.

Take your presentation to the Speaker Prep Room: Speakers **do not** need to email final presentations ahead of time. Please bring your final presentation with you on a memory stick and take it to the Speaker Prep Room (Room 1.6B, Level 1, CTICC 1) at least 2 hours before your session. Congress staff will upload it and assist you if there are any problems.

Important note: Please do not take your presentation directly to the session room – it will not be accepted there. All presentations must be uploaded in the Speaker Prep Room. Personal laptops are not permitted for presentations.

SPEAKER PREP ROOM – ROOM 1.6B, LEVEL 1, CTICC 1

Bring your presentation on a memory stick to the Speaker Prep Room when you arrive at the congress.

OPENING HOURS

Monday, 4 December: 12h00 – 19h00

Tuesday, 5 December: 06h00 – 17h30

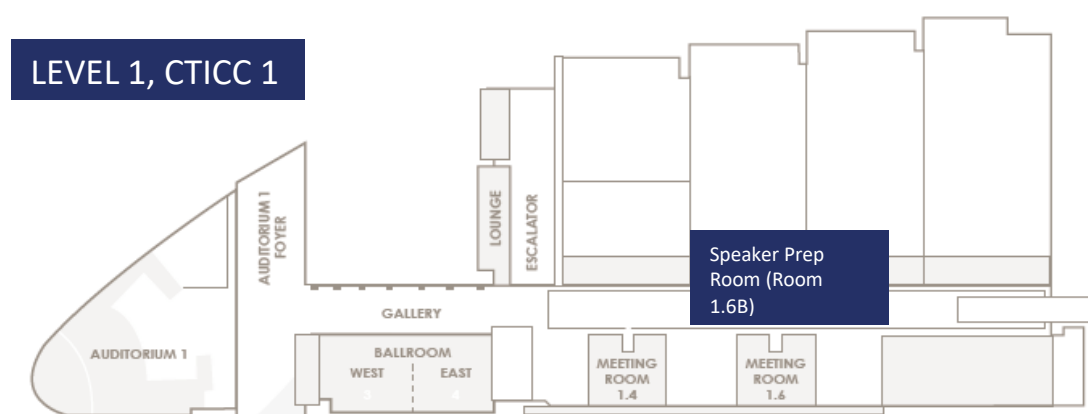
Wednesday, 6 December: 06h30 – 17h30

Thursday, 7 December: 06h30 – 17h30

Friday, 8 December: 07h30 – 16h00

During opening hours, the Speaker Prep Room will be fully staffed. Please note the potential increase in activity during coffee and lunch breaks. We advise using the Speaker Prep Room in the morning or during sessions.

ROOM LOCATION



INFORMATION ABOUT SESSIONS

ASSISTANCE IN THE SESSION ROOMS

Each session room will be staffed by 2 Room Assistants and an Audio-Visual (AV) technician. The AV technician will manage the presentations and audio, and the Room Assistants will manage the session transitions and pass the microphone for discussion. If you experience any problems, please talk to the Room Assistant.

In order to ensure smooth session operation, speakers are requested to come to the session room at least 10 minutes before the session starts and contact the chairperson.

AUDIO-VISUAL (AV)

There will be an AV technician in your session room who will put each presentation up on the screen. Speakers will see their presentation on the comfort monitor on the floor in front of them and will have a remote slide changer (with laser pointer) to advance their own slides. There will be table-top microphones on the Top Table and a fixed microphone on the lectern. Microphones will be passed around by the Room Assistants during discussion.

SEATING ARRANGEMENT

Chairs should sit at the Top Table at the front of the session room. The front row in the session room will be reserved for speakers. Stage capacities for panel discussions vary across the session rooms, so decisions will be made in room.

TIMEKEEPING

Strict timekeeping is exceedingly important. Each session room will be equipped with countdown clocks to assist you with timekeeping.

Q&A

The chair will run the Q&A. This could take place after each presentation, or after all the presentations, at the end of the session. Speakers may take questions from the lectern or join the chair at the Top Table. The Room Assistants will circulate the microphones among the audience.

CONTACT DETAILS

If you have any questions regarding your session or what to expect as a speaker, please feel free to contact the Programme Secretariat.

WFNS 2023 Programme Secretariat

scientific@wfns2023.com

