

IMPORTANT PRESENTER INFORMATION

LOCATION

The 2025 National VET Conference is being held at the:

Gold Coast Convention and Exhibition Centre
2684 – 2690 Gold Coast Highway
BROADBEACH Q 4218

[MAP](#)

THIS YEAR'S THEME



The future VET landscape is one filled with potential! An extension of the currently evolving, collaborative, and vibrant nature of our sector.

The metaphoric 'canvas' that is our industry will need a diverse palette: the collective contribution of educators, policymakers, regulators, industry partners, and students. The unique brushstrokes, strategies, tools, and ideas we have, and use will support and create a quality VET canvas.

The future we are shaping will rely on the concepts of responsiveness, adaptation, and improvement, and as we move forward, we will keep adding to this canvas, fine-tuning our quality, evolving our approaches, and working together to ensure the picture we create is one we can be proud of.

In 2025, our National VET Conference theme is all about painting that future and the important contribution we all have to the broader picture. With each of our efforts, we will create something greater than the sum of its parts: a comprehensive, vibrant vision of what VET can and will be.

PRESENTATION REQUIREMENTS

Our preferred presentation medium is PowerPoint. Although we understand that Prezi and Keynote can be a great way to deliver your content, venue access to the presentation can cause issues. We have created an optional [2025NVC PPT Template](#) that you can choose to use if you like.

If you prefer to use your own template, no problem! We will “top and tail” your template with our housekeeping slides.

Please note the specific requirements below for these two presentation platforms.

PPT (This is our preferred option!)

- 16:9 Aspect Ratio is required as widescreen projectors are used at the venue – if you need assistance with setting this up, please contact us!

Prezi/Keynote

- Please provide a hyperlink to (Prezi) or PDF of (Keynote) your presentation for the QA process when you submit your content
- Please advise Velg Training as soon as possible if you are using this medium and how you propose to allow the Venue access to your presentation.
- You will be required to provide the 'final approved' version in PDF format to be disseminated to attendees as a post event resource.
- You will be required to agree to commit to not making any further editorial changes to your content once the content has been proofed and finalised.

OTHER INFORMATION:

Snips and screen shots: If you use CANVA or similar or take screen shots of other PPTs you have developed and insert them into your NVC PPT, and those snips contain errors, it means that our editorial process takes much longer. Please place raw content only into your PPT.

Licensed images: While there are many that are free-to-use without attribution, a gentle reminder about Copyright restrictions and/or using images without attribution.

Handouts/templates: You will be asked in the application form to confirm that any handouts/templates you provide as part of the session are created by you and you have the rights to distribute. Alternatively, where they are not created by you, you have sought (and can provide evidence of) approval from the originator of the document/s to distribute to delegates.

Font size and type: Consider the size of the rooms you will be presenting in (large enough for 200+ capacity), and the amount of text/size of the text you use. We recommend no smaller than 24pt font. Please also note that some specialised font types do not save properly and may not be able to be used at the venue.

OUR APPROACH TO QUALITY ASSURANCE

Velg Training will QA your presentation once received.

Full Presentations due for QA: Friday 3 October

Please upload your PPT presentation, any handouts and presenter notes, or separate documents via this link

Our QA process has been designed to help ensure that the quality of the presentations at the event are of the highest standard. It is critical to ensure:

- there are no minor grammatical, formatting or spelling errors in your presentation.

- that your content (standalone/without your verbal delivery) clearly aligns with, and delivers on, the approved overview.
- that your information is appropriately cited/referenced.
- that attribution is given for:
 - direct quotes
 - content/ideas taken from an original source
 - images used (including AI-generated images)
- that your content won't be perceived by delegates as promotional
- that images are clear and referenced
- that formatting and style is consistent across all slides
- that your content accurately reflects the Standards/Legislation, where used

Your Self-check checklist:

To help you to do a bit of a 'self-check' prior to submitting your PPT and any handouts, we've created a checklist that you can use to ensure everything is on the right track.

[You can download your Self-Check Checklist here.](#)

OUR APPROACH TO QUALITY ASSURANCE



The QA team will review your presentation for the above and provide feedback to you via 'comments' (in the review tab) in PPT or via email if you are using a different program.

Sometimes there might be notes made for your consideration/or further info/explanation etc.

We ask that you please engage with the QA comments/feedback and apply the requested edits.

Please ensure all changes are made on the PROOFED version (not your original) so that we are working with one version at a time and resubmit to the QA team by the resubmission due date identified.

Once your presentation has been finalised and approved, it is that version that will be the one provided to the venue so that they are ready to go when you arrive on the day to present.

EQUIPMENT AND HANDOUTS

The rooms you will present in will be equipped with:

- Screen and data projector (wide screen)
- Lectern computer with internet access (note that presenters are unable to use their own laptops – presentations are delivered through the Convention Centre equipment)
- Clicker/pointer (to advance slides)
- Microphones – lectern or lapel + handheld

If you require any other form of presentation equipment, you **MUST** advise Velg Training by **ASAP**.

Your room will have a 'room monitor' allocated to it along with a dedicated venue AV technician. Your room monitor will introduce you, help you navigate the room, and be on hand with a handheld microphone to take audience questions.

LOGISTICS

ACCESS TO THE EVENT

All presenters of the National VET Conference receive a complimentary 2-day ticket to the event and entry into the Welcome Function on Thursday night.

On the day, simply come to the Velg Training registration desk and collect your nametag/lanyard and delegate satchel.

We recommend arriving at your designated room at least 10 mins prior to your session start time. This way you can meet and greet your room monitor and AV technician, and feel prepared.

PRESENTER ACCOMODATION

Velg Training will provide one night of accommodation, the night prior to the delivery of your presentation, if required. A third-party provider will be coordinating all accommodations for us again in 2025.

Your free night's accommodation will (by default) be coordinated for you by Velg Training. You will be contacted by our accommodation provider as we get closer to the event to confirm the accommodations that Velg Training will pay for (and any additional nights you may wish to have booked at the special rate but will be paid for by you).

Please note that flights are not coordinated or paid for by Velg Training.

OUR EVENT APP

Our NVC App is a great way to have all the information about the program, presenters, sponsors, floorplans etc at your fingertips. It's scheduled to be released in September 2025 and we'll reach out to you with the 3 easy steps to take to download it.

YOUR CONTACT ON THE DAY

Any Velg Training staff member will be able to assist you (you won't be able to miss us – we'll be wearing uniforms).

PRESENTER COLLATERAL

As per our usual process, Velg Training has provided some [presenter collateral](#) that you can use to promote your presence at the 2025 National VET Conference as a selected presenter.

You are welcome to download and use those graphics on your website/email signature and in your social media posts. (Don't forget to use #2025NVC)