

October 3-7, 2010

**Loews le Concorde Hotel,
Quebec City, Canada**

February 12, 2010

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Conference Organizer



Preparation of Slides (Slide Decks) and Submission Guidelines (for 25-minute presentation time limit)

General Instructions

- Oral presentations are scheduled for 25-minutes allocated as: speaker introduction (1 minute); the talk (20-21 minutes); and the question and answer period (3-4 minutes).
- An electronic speaker timer will be used to control the time allocated to each speaker.
- The moderator will notify you when your presentation reaches 18 minutes. You will be asked to leave the podium at 25 minutes.
- Please rehearse your presentation using your slide deck to be sure that it does not exceed the allotted time.

Presentation File Format and Naming

- Microsoft PowerPoint or Adobe Acrobat on the PC platform is required. Your presentation must be saved in one of these formats to ensure problem free operation at the conference. Each meeting room laptop will be running Windows XP.
- Mac users should convert and test their presentations on a PC before arriving at the meeting. As back-up, Mac users may want to bring their own laptop.
- Please follow the file name convention: FirstName_Surname#.ppt (e.g. John_Smith1.ppt).

Submitting Slide Decks

- Speakers are not permitted to load their slide decks onto the presentation computers in the Session Room.
- Please bring a copy of your presentation on a USB memory stick or CD to the Speaker A/V Check-in desk well in advance of your presentation according to the following schedule.
 - Monday morning presentations by 6:00 pm Sunday.
 - Monday afternoon presentations by 8:00 am Monday.
 - Tuesday morning presentations by 1:30 pm Monday.
 - Tuesday afternoon (no sessions, free time).
 - Wednesday morning presentations by 10:30 am Tuesday.
 - Wednesday afternoon presentations by 8:00 am Wednesday.
 - Thursday morning presentations by 1:30 pm Wednesday.
 - Thursday afternoon presentations by 8:00 am Thursday.

Other Important Information

- **Standard Equipment:** The Session Room will be equipped with two screens and data projectors, a podium microphone, a wireless lapel microphone, a PC laptop computer and a laser pointer. If you require any other equipment, please advise the Conference's Event Administrator no later than September 2, 2010.

- **Slide Deck Fonts:** Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman.
- **Hyperlinks:** Do not use online hyperlinks as part of your presentation as there will be no active Internet connectivity in the Session Room.
- **Images, Videos and Animations:** To ensure that presentations remain as close to the original as possible, images should be inserted from within PowerPoint using the “Insert Image” command (i.e., do not drag and drop from other applications). Your movie files will not work if they have not been copied onto the presentation laptop computer. Therefore please ensure you have copies of the videos and animations when you arrive at the conference.
- **Video Codecs:** Make sure that codecs used for compressed animation and video files are generic codecs, not video hardware-specific codecs.
- **Mac-produced Presentations:** Videos embedded in Mac produced presentations will not automatically play on the PC platform. The files will need to be converted from .mov to .avi format or a link will need to be created within the slide show to an external .mov file (in which case the animation will play in a separate QuickTime window, outside the PowerPoint presentation). Presenters are strongly encouraged to test their Mac-produced presentations on a Windows XP PC before arriving at the meeting.

If you have any questions about preparation or submission of slide decks, please contact the Conference’s Event Administrator.