



Guidelines for Oral Presentations

Presentation files must be uploaded in the seminar room onto the congress platform prior to 8:30 for morning session presentations and 13:30 for the afternoon session presentations. Volunteers will be available for assistance. Audio/video files should be uploaded into the same folder.

Naming presentation files

All the files you need for your presentation must be named with **the presenter's name**. If necessary, add a suffix for multimedia file names.

File types

The following file types are acceptable for oral presentations:

- PowerPoint (.ppt, .pptx)
- Adobe Reader (.pdf)
- QuickTime

PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. Be certain to bring the video files and the PowerPoint files to the meeting.

Video/audio files in **.wmv**, **.mpg**, **.avi**, **.mov** format will be played with VLC media player software.

Seminar room will be equipped with a screen, LCD projector, sound system, timer and laser pointer. Presentations will be preloaded into the computer by the A/V volunteer for the session room. Student volunteers and A/V staff members will be available to assist and to provide full instructions on using the presentation system in the seminar room.

During the Session

Sessions will have one or more volunteer Chairpersons and an A/V Assistant. Please introduce yourself to the Chair upon arriving at your session. The Chair will confirm your allotted time limit (20 minutes total including a 15 minutes presentation and 5 minutes for questions/comments, except invited speakers who are allotted 40 minutes total). Approach the podium as the Chair introduces you. The A/V assistant will load your presentation. Visual time warnings will be provided when 2 and 1 minute of speaking time remain.

Adhere to your allotted time. If your presentation runs the full 20 minutes, there will be no time for questions.