



August 9 to 13, 2015
Fairmont Château Laurier Hotel
Ottawa, Ontario, Canada

Slide Preparation and Submission Guidelines for Concurrent Technical Sessions

General Information

- Presentations in Concurrent Technical Sessions are scheduled in 25-minute blocks, allocated as: speaker introduction (1 minute); the talk (20 minutes); the question and answer period (4 minutes).
- There will be an electronic speaker timer at the podium, operated by the Session Chair. A yellow light will come on when you have two minutes remaining for your talk, and at that time you should wind-up your presentation. When the red light comes on the Session Chair will proceed to accept questions from the audience.
- For a 20-minute talk it is recommended that only 13-15 slides be used.
- Please rehearse your presentation before the conference to ensure that it does not exceed the allocated time.

Audio-Visual Equipment

- Each session room will be equipped with a data projector and a PC laptop computer running Windows 7, with PowerPoint 2010 and Adobe Acrobat Reader.
- Your presentation is to be submitted in either PowerPoint 2007, 2010 or Adobe Acrobat to ensure problem-free operation during the session. Please embed any unusual fonts using Options, Save, Embed (Alt-F, T, Save, Embed).
- Macintosh computer users should convert their slides to run on a PC (or use a .pdf file) and be sure to test the presentation on a PC before arriving at the conference. Otherwise please bring your own laptop computer with the presentation installed and meet with the audio-visual equipment provider's (PSAV) technician the day before your presentation to ensure that the correct cabling, etc. is available.
- If your presentation requires software other than PowerPoint or Adobe Acrobat for PC, please bring your own laptop computer with the presentation installed and meet with the PSAV technician the day before your presentation to ensure that the correct cabling, etc. is available.
- If your presentation includes embedded audio or video clips, please notify the Conference Administrator no later than July 31, 2015 so that arrangements can be made to patch into the sound system in the session room.
- Please have the file name of your presentation as your name (e.g. "Margaret Smith.pptx").

Advance Draft Slide Presentation Submission – Due July 31, 2015

- Advance drafts of PowerPoint slide presentations are to be submitted online as has been done with abstracts and full papers. Draft submissions are due by end of business EDT on July 31, 2015.
- Go to: <https://www.softconf.com/f/ed2015/>
- Enter the unique passcode that was sent to you following your abstract submission. Note: If you have misplaced that code, please contact Mike Wright, Technical Program Chair Michael.Wright@CNL.ca
- Upload your PowerPoint presentation as either a .ppt, .pptx or .pdf file.

Final PowerPoint Slide Presentations Submitted On Site – Due according to the Submission Schedule

- Speakers are to bring final versions of their PowerPoint presentations on a portable memory drive and submitted to the PowerPoint Manager at the PowerPoint Presentation Submission Desk, according to the schedule below.
- All speakers must review their PowerPoint presentations with the PowerPoint Manager to ensure everything is operating properly before being loaded onto the computer assigned to each Session Room. The PowerPoint Manager will be located at the PowerPoint Presentation Submission Desk in the Adam Corridor (main floor of the hotel).

Final PowerPoint Slide Presentation Submission Schedule

Presentation Time/Date	Submit By
AM Monday, August 10	6:00 PM Sunday, August 9
PM Monday, August 10	7:30 AM Monday, August 10
AM & PM Tuesday, August 11	5:00 PM Monday, August 10
AM Wednesday, August 12	1:00 PM Tuesday, August 11
PM Wednesday, August 12	7:30 AM Wednesday, August 12
AM Thursday, August 13	5:00 PM Wednesday, August 12
PM Thursday, August 13	7:30 AM Thursday, August 13

Other Important Information

- **Slide Fonts:** Use standard fonts in your presentation, as found in the default Microsoft Office library such as Arial or Times New Roman. A minimum font size of 24 pt is recommended. Alternatively, embed all fonts and/or use a .pdf file.
- **Hyperlinks:** If you require access to the Internet to activate hyperlinks embedded in your presentation, you must request access by contacting the Conference Administrator no later than **July 15, 2015**.
- **Images:** To ensure that images in presentations remain as close as possible to the original source, they should be inserted within PowerPoint using the “Insert Image” command (i.e., do not drag and drop from other applications). Using Edit-Paste-Special, Picture (Enhanced Metafile) is often the safest approach.
- **Videos and Animations:** Movie files and animated sequences will not work if they have not been copied onto the laptop computer assigned to the session room where the presentation will be made. Please ensure you have copies of the videos and animations when you arrive at the conference and provide them to the A/V Coordinator at the Speaker A/V Check-in Desk according to the Submission Schedule (above).
- **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 7 PC before arriving at the conference.

If you have any questions about preparation or submission of PowerPoint slides, or other A/V requirements, please contact the Conference Administrator, Elizabeth Muckle-Jeffs: Elizabeth@theprofessionaledge.com