



## Research Abstract PowerPoint™ Presentation Guidelines

*Palais des congrès de Montréal -- Montréal, Québec*

### **The deadline for PowerPoint™ Presentation submission is May 30, 2009**

All PowerPoint™ Presentations for research abstracts must be submitted electronically by May 30, 2009.

Each speaker must submit their presentation via the Davis Audio Visual Upload Center web site, <http://www.davisdatacenter.com/> by May 30, 2009.

### **Speaker Ready Room: Check in required for all research abstract presenters**

All abstract presenters must use PowerPoint™ Presentations. All abstract presentation rooms will have presentation computers and will be networked to a central computer located in the Speaker Ready Room. Presentations will be downloaded from the speaker ready room and sent to the respective meeting room on a secured intranet circuit approximately 45 minutes prior to the start of each day's presentations. Presenters are encouraged and expected to bring their presentation to the Speaker Ready Room on CD-ROM, Compact flash card, Memory Stick, Multi-media card, or SD. There will be an opportunity to review presentations **or make any changes** at this time.

**Please check in at the Speaker Ready Room at least 24-hours before your presentation.**

#### **SPEAKER READY ROOM: HOURS OF OPERATION:**

- Tuesday, June 2 (12 pm to 9 pm)
- Wednesday, June 3 (7 am to 6 pm)
- Thursday, June 4 (7 am to 7 pm)
- Friday, June 5 (7 am to 7 pm)
- Saturday, June 6 (7 am to 5 pm)

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### **Guidelines for preparing PowerPoint™ Presentations**

#### **IMPORTANT:**

**Please make sure that you include your contact information on the final slide.**

Please take a moment to read the following information completely even if you are an experienced presenter. If you have technical questions please contact James Rut with Davis Audio Visual at (303) 994-3451.

#### **Pre Forum:**

**Checking in at the Speaker Ready Room is the single most important action you will take to ensure your presentation is a success.** As an abstract speaker, you should plan to check into the Speaker Ready Room 24- hours before presentation time to review your presentation. You will be able to edit your presentation at this time.

When reviewing your presentation, you should make sure all fonts appear as expected and all sound/video clips are working properly. When the presentation is to be given, the file will be accessed via the conference menu on the computer in the meeting room. Once the presentation is launched, you (the speaker) will control the program from the podium using a computer mouse. At the end of the meeting, all files will be destroyed, and the computer hard drives will be reformatted.

We recommend PowerPoint for all users. A web browser with typical plug-ins will also be available (Internet Explorer). If you plan to use something besides Flash, Shockwave or Windows Media Player, and for a comprehensive overview of our guidelines, please check with our Presentation Guidelines: <http://www.davisav.com/files/presentationguide.pdf> to be sure your presentation will work properly.

The computers in the presentation rooms will be Windows-based PCs with Microsoft PowerPoint 2007 installed. All videos should be an .avi, .wmv or .mpg (not .mov) format, so they will run properly on the computers provided. Presentations should be reviewed to be certain the fonts are displayed correctly.

## Naming your PowerPoint file

### Files need to be named as follows:

**Abstract number (in 3 digits) then First initial of first name, and then last name.** Leave a space after the abstract number and a period after your first initial.

For example, if you are presenting abstract number 100 and your name is Fred Flintstone name your PowerPoint presentation as follows:

**100 F.Flintstone.ppt**

Or if you are presenting abstract number 63 and your name is Barney Rubble

**063 B.Rubble.ppt**

If possible, rename other files that go with your PowerPoint (like videos) the same way but with the correct file extension. Then re-link the object back into the presentation.

### Pack and Go / Package for CD / Packages (Windows and Macintosh Office for OS X only)

We would recommend using the "pack and go" feature of PowerPoint if there are video or sound files associated with the presentation. It will create a single compressed file, which will contain all the video and sound files, and can then be unpacked in the speaker ready room. This can be done in PowerPoint by selecting File / Pack and Go (Office 2000 and XP). Select File / Package for CD if using PowerPoint 2003 and Macintosh Office. You may have to load this feature if the PowerPoint install was not a complete install. Please call us if you need assistance with this process.

**Movies:** We can only accept movies that have been created with standard compression codecs (a video format) that are in use by Windows. Save your files as AVIs or MPEGs only, using the following codecs:

- Cinepak
- Intel Indeo Video R3.2
- Indeo 5.10
- Intel RAW
- MPEG-1
- MPEG-2

**It is imperative that you check your movies in the Speaker Ready Room if your presentation contains video files. If your PowerPoint presentation includes an embedded video (or videos) you MUST bring the presentation and video as SEPARATE files. We must have both files loaded on the drive for your presentation to display and run properly.**

**Pictures:** Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

**Fonts:** We can only supply fonts that are included in the base installation of Windows. Any font other than these will need to be embedded into your PowerPoint presentation. For information on embedding fonts see below. We suggest using the fonts such as Times New Roman, Arial and Tahoma. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style.

You can embed the fonts into your presentation by following these steps:

#### **Office 2000**

1. Click **File**, and then **Save As**.
2. On the Tools drop down menu select Embed TrueType Fonts.

#### **Office 2003**

1. On the **File** menu, click **Save As**.
2. On the toolbar, click **Tools**, click **Save Options**, select the **Embed TrueType Fonts** check box, and then do one of the following:
  - To embed all the characters in the font set, select **Embed all characters (best for editing by others)**.

**Note** If you plan to have others review and edit your file, it's best to embed the full font set, though that creates a larger file.

## **Office 2007**

1. Click the Office button, and then PowerPoint Options.
2. Select the Save Tab and Check the box to Embed Fonts in the file.

## **Mac Computers:**

If you are creating your presentation on a Mac computer please be aware of the following issues.

**Movies:** QuickTime is not native to Windows computers. PowerPoint only supports QuickTime movies up to version 2.5. To ensure the best chance of success, create your movies as AVI files. In addition use Cinepak for compression instead of Sorenson. Movies saved as AVI's have the best chance of success on a Windows machine. You can also convert your movies to the mpeg format in QuickTime Pro. Please test your movies and presentation on a Windows machine before finalizing your show.

**Images:** Use common image formats that are cross-platform such as **JPG, PNG, GIF, TIF, and BMP.**

**Fonts:** Use common cross-platform fonts such as **Times New Roman, Arial and Courier.** It may be necessary to load your presentation onto a Windows machine. Many custom Mac fonts will not translate properly on a Windows machine.

**Animations:** Use simple entry animation effects, such as fly in/out, appear, and dissolve. Also, don't use exit animations.

## **Before You Travel:**

Save your files to a CD-ROM, Compact flash card, Memory Stick, Multi-media card, or SD. If you create a CD make sure you close or finalize your session. If this step is not accomplished you cannot access the CD from any computer.

When you arrive at the Speaker Ready Room have your media with the following information:

Your Name  
Presentation Date and Time  
File Name

If you are presenting more than one abstract, we ask that you put your presentations in separate folders on your media of choice, labeled clearly according to guidelines listed previously. Each presenter must have his or her own media. Please do not put your presentation on the same media as another presenter.

These guidelines have been established by Davis Audio Visual to help ensure the success of your presentation.

**For technical questions please contact: [jrut@davisav.com](mailto:jrut@davisav.com)**

For general questions, please contact:

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