CCFFR-SCL Guidelines for Presenters

Wifi

Network name: JW_Marriott_Conference
Password: CCFFR-SCL2022

Oral Presentations

Presentation format

You will be given a total of 15 minutes for your presentation: 12 minutes for the talk + 3 minutes for audience Q&A and transitioning to the next speaker.

Each room has a dedicated internet-connected Windows laptop for presenting; please do not use your own.
- Please ensure your content are fully viewable in a 16:9 aspect ratio
- Upload a copy of your file(s) to a USB flash drive for transfer

You will be provided with a wireless lavalier (clip-on) mic. Please use the microphone, as it serves two purposes: 1) feeding audio directly into earbuds worn by hearing-impaired delegates, and 2) improving clarity while speaking through a mask.

Preparation and uploading

Please upload your files to laptops in your presentation rooms in advance of your session. To ensure that your presentation file displays & runs properly, you can test it on a demo laptop and screen in the Granville room (see floor map on the website). Symposium rooms (in the Parq Grand Ballroom) and the Granville room will be open from 6pm to 9pm on Thursday, from 7:00 am on Friday, from 7:30 am on Saturday. Please upload your talk in the evening before the next day's sessions if possible, or in the morning or lunch before the start of your session.

File guidelines

❖ **Slideshow file naming scheme**

Please name your presentation according to this scheme: "`TIME_ROOM_DAY_LASTNAME`", e.g.,
"`0930_D_FRI_SMITH`"

- Use 24-hour format for the time (e.g., "1415" instead of "2:15 pm")
- Save your presentation as a Powerpoint file (*.ppt or *.pptx extension)

❖ **Fonts**

Please use standard, non-proprietary fonts where possible (e.g.,Calibri, Arial, Times New Roman).

❖ **Embedded/linked media**

Inserting an <u>embedded video</u> is convenient, but it increases the size of your presentation
A (non-web) <u>linked video</u> keeps your presentation file smaller, but links can break. <u>Please store presentations and linked videos in the same folder.</u>

- If including a separate video file, follow the same naming scheme as for your presentation file, e.g., "`0930_D_FRI_SMITH_videodescription.mp4`"
- Save your video file as *.avi, *.mov, *.wmv, or *.mp4

Poster Presentations

Dimensions and setup

Posters should be no larger than 42 by 42 inches.

Presenters are to set up their posters Thursday evening between 6:00 pm and 9:00 pm or Friday morning between 7:30am and 8:30 am.

Each presenter will be assigned a poster number for set-up at the corresponding poster board. Tacks will be provided for hanging.