

Instructions to Presenters

Please note that conference room will be equipped with the following:

- 2 large screens
- 2 LCD projectors
- 1 laptop computer (PC) with CD player
- 1 podium microphone
- 1 wireless lavalier microphone
- 1 laser pointer

To ensure consistency within the presentations please follow these simple guidelines:

- All oral presentations will be using a computer provided by the Conference organization. No personal laptop or notebook computers will be allowed for oral presentations.
- Speakers should send their presentation in advance to jeffrey.demaine@nrc-cnrc.gc.ca or get it loaded onsite preferably **early in the morning of** their scheduled presentation time. Authors should clearly identify themselves and specify the room, date and time of presentation.
- Only the following formats will be accepted:
 - CD
 - USB Memory Stick

A volunteer staff member will help you load your presentation on the Conference host computer, run through it, and check it. Conference staff will be available in the session room for assistance. **All electronic presentations will be deleted immediately after the session.**

- Only Microsoft PowerPoint (version 2003) presentations formatted for PC computers will be accepted. (Power Point version 2007 will not work). Please make sure that your file ends with a “.ppt or .pps” .
- We strongly recommend that you use only the standard fonts of Arial or Times New Roman.
- It will be easier if you build your presentation using XGA resolution (1024 x 768) or VGA (800 x 600)
- Please follow the file name convention:
Date__Presentation Time__FirstName__Surname.ppt

For example:
June9_1030_John_Smith.ppt
- It is highly recommended that you have overhead transparencies as a back-up.