

SPEAKER INFORMATION



www.msmtreal.org
SEPTEMBER 17-20, 2008 PALAIS DES CONGRÈS DE MONTRÉAL, CANADA

GUIDELINES FOR PREPARING AND UPLOADING/DELIVERING ELECTRONIC PRESENTATIONS

Dear invited lecturers, platform presenters, and teaching course speakers:

Please review the important information and instructions below:

After you review this information, should you have any difficulties, please contact Matthew Beller at (214) 623-1454 or through email at support@presentationmanagement.com for fast response after hours.

Key Points

- It's strongly recommended you upload your files in advance to the <http://www.presentationmanagement.com/wctrims> site.
- All oral presenters must check into the Speaker Preparation Room (523AB) well in advance, preferably 24 hours prior to their session time. Submission and initial review of files is required at this time.
- Presenter laptops are not allowed for presentations
- All presentations will be played on PowerPoint 2003 or Acrobat Reader 8 for PC
- Only video codec's and fonts as detailed below will be supported
- PowerPoint for MAC files should be tested on a PC before attending the event
- Keynote for MAC will not be accepted

Overview

It is strongly recommended that Vision 2008 Congress presentations be submitted in advance via <http://www.presentationmanagement.com/wctrims> . Your e-mail address is your login and password should be left blank upon your first login. If it is not possible to submit your presentation in advance, files must be submitted on-site by reporting to the Speaker Preparation Room. Save your files to a 3.5" Floppy Disk, CD-ROM, or a USB Storage Device. We can also transfer the files from your lap top.

All oral presenters must check into the [Speaker Preparation Room](#), well in advance of their presentation, preferable 24 hours prior to their session time. To ensure that your presentation is a success you must submit and review your files at this time. Even if your files are not in their final form, an initial review is imperative to screen for video, font or animation incompatibilities.

Once you arrive at the Speaker Preparation Room, you should seat yourself at one of the computer stations to review your presentation. If you submitted your

presentation in advance via the website, once you log into the computer, all of your files will be listed on the left side of the screen. A technician will assist you, if necessary, in loading your media or accessing your files. You can make changes to your presentation while in the Speaker Preparation Room. Technicians are available to assist you with issues that sometimes occur with presentations.

Once you are done reviewing your presentation, be sure to click the “upload your files” and “logout” buttons on the bottom of the screen. This will ensure that your presentation gets uploaded to your session room in a timely manner. All presentations will be done through the Congress computers via the main server located in the Speaker Preparation Room.

Presenters will not be permitted to use their personal laptop for their presentation.

Please arrive at your session meeting room 15 minutes prior to the start of your session. Each room will have a technician to assist you with any technical needs. Please introduce yourself to the technician or the session coordinator who will be wearing a shirt with the congress logo prior to the beginning of the session. At the end of each session day, all presentations will be deleted from the meeting room computers.

The computers in the presentation rooms are identical to those found in the Speaker Preparation Room. All computers are Microsoft Windows-based with Microsoft Office 2003.

Steps to ensure your success

Presentation Format: PowerPoint and PDF are the only accepted presentation formats. Keynote is not permitted. Keynote presentations must be exported to PowerPoint or PDF and tested on a PC before coming to the event. Using your MAC laptop for presentations will not be permitted.

Movies: Please take steps to compress your videos. Uncompressed videos will take more of your time to upload and give no better quality than a modern MPEG-4 codec. We can only accept movies created as MPGs, WMVs, or with the following codecs:

- **Various MPEG-4** Divx, Xvid, or Microsoft WMVs – Best quality for size.
- **Indeo Codecs** No Longer supported in Windows but will work on our systems.
- **Cinepack** Older codec – Poor quality for size.
- **Techsmith** Screen capture codec.
- **Flash** SWF content is supported.
- **Animated GIF** supported.

MAC USERS: Please export **MOV** files to Windows Media **WMV** with **Quicktime Pro**. PowerPoint on Windows machines will not handle MOV files. If you cannot convert the files or have a considerable number of MOV files, please check with a PowerPoint technician in the on-site Speaker Preparation Room for assistance.

SPECIAL NOTE ABOUT DVDs: If you plan to play a DVD as part of your presentation, please come to the Speaker Preparation Room so your videos can be converted into a PowerPoint presentation. This process takes time so your DVD must be submitted 24 hours before presentation.

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 file size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

MAC USERS: If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up on Windows PowerPoint. With PowerPoint 2008 for the Mac, any inserted image will show up in Windows PowerPoint.

Fonts: We only supply fonts that are included in the basic installation of Windows. Fonts other than these should be embedded into your PowerPoint presentation. The fonts we suggest using are **Times New Roman, Arial, Verdana 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. Microsoft provides a utility to determine if a Font can be embedded. It is located at the following link:

<http://www.microsoft.com/typography/property/property.htm?fname=%20&fsize>

Fonts are easily embedded into your presentation following these steps:

Office XP / 2003

1. Click **File**, and then **Save As**.
2. On the **Tools** drop down menu select **Save Options**
3. On that menu you will see an **Embed TrueType Fonts** check box. Check the box.

Office 2000

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

Preparing your Presentation for Transfer:

Advance submission:

You may submit your presentation via the internet prior to leaving for the Congress. A link will be provided from your Congress website that will direct you to the advance submission site or use this link: <http://www.presentationmanagement.com/wctrims>

Your presentation will be reviewed for video playback issues. If there are any issues with a video that was submitted, only the video format will be changed, no other content modifications or image quality changes will be made.

In the event that you wish to make changes to a presentation that you have already submitted, please change your master copy and then resubmit the files on the website.

Portable Media: Save your files to CD-ROM or a USB Storage Device. If you create a CD-ROM, be sure to close or finalize your session. If this step is not completed, you cannot access the CD from another computer.

When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must reside in the same folder. Be sure you bring your movie files along with your PowerPoint presentation; they are NOT embedded into the PowerPoint.

When creating your media for transfer, copy the entire folder to the portable disk. To ensure success of your presentation, create a backup copy presentation on a separate portable disk and transport it in a separate piece of luggage.

If you are speaking in more than one session, please organize and clearly label your presentations in separate folders. Do not put more than one presenter's files on the same disk. Each presenter must have his or her own media.

At the Congress

Please pick up your congress badge from any registration counter. All presenters must be registered for the congress. A congress badge is required for all presenters.

Speaker Preparation Room

Speakers must check-in at the Speaker Preparation Room, well in advance of their session, preferably 24 hours before their scheduled presentation. This will allow time to prepare, rehearse, and finalize your presentation before submitting it. The computers in the Speaker Preparation Room will be configured with hardware and software exactly like the computer in the meeting rooms. ***It is imperative that you review your presentation in the Speaker Preparation Room if it contains video files, or if it was created on a Macintosh computer.***

Once you are comfortable that your presentation is complete, Confirm the date, time, and room for your session. Be sure to click the "upload files" and "logout" buttons on the bottom of the screen. This will ensure that your presentation gets to your session room in a timely manner.

Speaker Preparation Room Room 523

Hours of Operation

Tuesday, September 16	16.00 to 20.00
Wednesday, September 17	07.00 to 19.00
Thursday, September 18	07.00 to 19.00
Friday, September 19	07.00 to 19.00
Saturday, September 20	07.00 to 12.00

At Your Session

Please arrive at your session meeting room at least 15 minutes before the start of your session. Introduce yourself to the session coordinator who will be wearing a shirt with the conference logo. Also introduce yourself to the session co-chair, if you

do not personally know them or her, so they can familiarize themselves with the pronunciation of your name. Please take a seat in the front row near the podium.

A lectern microphone will be provided in each meeting room. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. There should be a comfortable distance between your mouth and the microphone. If you turn away from the microphone, the audience may not hear your voice.