1. KEY POINTS FOR ALL ORAL PRESENTERS
(Keynote Speakers; Oral Abstract Presenters; Speakers in Round-Table Panel Discussions, Clinic-to-Bench, Science in Industry Sessions, Award Sessions, ICF-BSE Fellows Session)

- The Speaker Ready Room will be networked with the session rooms, which means your presentation will be automatically distributed to your session room once it is uploaded in the Speaker Ready Room.
- Presentations will not be accepted directly in the session rooms for uploading.
- **All presenters must check into the Speaker Ready Room (523) at least 24 hours prior to their session time in order to verify their presentation or to upload a revised version to the computer network. (see section 2 below)**
- **All presentations should be prepared for PowerPoint 2013 on Windows-based PCs in 4:3 ratio. (Plenary and technical forum presenters may prepare in 16:9 format.)**
- **Use of individual laptop computers is not permitted. Please note that the “Presenter View” is not available. If you need your notes, please bring them on paper.**
- 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, it must be exported to PowerPoint.
- **Please proceed to your meeting room 10-15 minutes before session start time in order to introduce yourself to the session chair(s) and to familiarize yourself with the set-up.**
- **We are on a tight schedule. Please make sure to adhere to your allotted speaking time!**

<table>
<thead>
<tr>
<th>New Frontier &amp; General Session Keynote speakers:</th>
<th>25 min presentation + 5 min Q&amp;A (30 min. total)</th>
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</thead>
<tbody>
<tr>
<td>Oral abstract presenters:</td>
<td>12 min presentation + 3 min Q&amp;A (15 min. total)</td>
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<tr>
<td>All other types of presenters must speak with their chair for individual talk times.</td>
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2. BETWEEN MAY 10-16: UPLOAD YOUR PRESENTATION!

We request that all speakers submit their presentation in advance to Freeman’s Presentation Management System. This platform is not linked to the Congress management platform. Please look for an email from Freeman on May 10 with instructions on how to upload your presentation.

3. AT THE CONGRESS

When you arrive at the Convention Centre, please proceed to the 200 level. The registration area is located in Viger Hall.

Please collect your name tag at the “Pre-registered A-Z” counters. A-Z refers to the first letter of your LAST NAME.

Closest entrances at Convention Centre to the registration area: 201 av Viger

Speaker Ready Room (room 523)
Presenters MUST review their presentation in the Speaker Ready Room at least 24 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician that can assist with any compatibility or formatting issues. Our program manager Patricia Dolla will greet you there.

**Hours of Operation:**
- Tuesday, May 17: 13:00-19:00
- Wednesday, May 18: 07:30-17:30
- Thursday, May 19: 07:30-17:30
- Friday, May 20: 07:30-17:30
- Saturday, May 21: 07:30-17:30
- Sunday, May 22: 07:30-16:30

In the Session Room
Please arrive at your session meeting room at least 10-15 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern, to meet the session chairs, and ask questions (if any) to the volunteer staff.

*Please use the mouse to point at information on your slides. Laser pointers will not be available.*

By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email me.

4. PREPARING YOUR PRESENTATION

**Movies/Videos:** Please take steps to compress your videos. Normally, videos with .avi, .mp4, .mpg or .wmv extensions will not be an issue if encoded with a codec supported. We can only accept movies with the following codecs: H.264, MPEG-4 (Divx, Xvid, or WMVs), Indeo, Cinepack, Techsmith.

Flash content (SWF) is fully supported.
Apple Quicktime codecs in extension such as MOV, QT, MP4, or DV files are NOT officially supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in Consideration for Mac Users.

You may download this free program (Windows or Mac) to convert your video to a suitable format: [http://www.macroplant.com/adapter/](http://www.macroplant.com/adapter/)

**Fonts:** We only support fonts that are included with Windows 7. If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link: [http://support.microsoft.com/kb/826832/en-us](http://support.microsoft.com/kb/826832/en-us)

### 5. CONSIDERATIONS FOR MAC USERS

**Pictures:** 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 in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible. To avoid issues we recommend inserting your images via the insert command not copy and pasting directly into the slide.

Movies: Quicktime Pro 7 can natively export MOV, DV, QT, or MP4 files as Cinepack codec AVI files. While the resulting file is Windows compatible, there are add on products to Quicktime that will give a better results.

Divx offers a plug-in for Quicktime 7 Pro that will convert all Quicktime movie formats to Windows compatible divx AVI files. It is available at the following website: [http://www.divx.com/en/products/software/mac/divx-pro](http://www.divx.com/en/products/software/mac/divx-pro)

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos, or at the Association’s discretion, confirm you will be allowed to present off your own laptop.

Keynote Users: Keynote will not be accepted since it cannot be played back on PC. Please export your presentation as a PowerPoint.

### 6. ONSITE CONTACT INFORMATION

To reach us by telephone during WBC 2016, please call Patricia Dolla at the Speaker Ready Room at 514-789-3401.