



9th Canadian Conference on
Ovarian Cancer Research
9^e Conférence Canadienne sur la
Recherche en Cancer Ovarien
May 26-29 mai 2018 | Edmonton, Alberta

Audiovisual Guidelines for Preparing and Delivering your Presentation

Please follow the instructions below in order to allow the organizers to run the program **efficiently and on time.**

- STEP 1: Submit your PowerPoint presentation to Jennifer Patterson via email by Friday, May 18, 2018.
- STEP 2: [Check your presentation at the Speaker Ready Desk at least 3 hours in advance of your presentation time.](#) This way you will know that your slides, fonts and videos are all working fine. If you made any changes to your presentation, please save your new copy on this computer. The file will be deleted at the end of the day.

Speaker Ready Desk Hours:

Saturday, May 26	07:00-16:00
Sunday, May 27	07:00-17:00
Monday, May 28	07:00-17:00
Tuesday, May 29	08:15-11:45

- STEP 3: [Check in with the technician in the session room according to the following schedule.](#)

Sunday and Monday Presenters:

Morning presenters: between 07:00-07:45
Afternoon presenters: between 13:00-14:15

Tuesday Presenters: between 07:00-08:30

CREATING YOUR POWERPOINT PRESENTATION

- **NEW THIS YEAR:** All presentations should be prepared for **PowerPoint 2013 on Windows-based PCs in 16:9 ratio.**
- **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.
- Please **save your file as follows:** Date_Session Start Time_last name.pptx
Example: May27_08:30_Smith.pptx
- 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.

PRESENTATION TIMES

We ask that you respect your assigned presentation time and Q&A time. There will be a time set-up for both you and your session chair to see.

Please note that if you exceed for your presentation time, your Question and Answer period will be shortened. If you exceed your allotted presentation time, the chair of your session will kindly tap you on the shoulder and you will be required to wrap up your presentation at that time.

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/>

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>

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>

If you cannot convert the files or have a considerable number of files, please check with a technician at the Speaker Ready Desk 12 hours in advanced and they 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.