

October 3-6, 2010
Vancouver, BC, Hyatt Regency Hotel

GUIDELINES FOR POWERPOINT PRESENTATIONS:

- ⇒ Target 15 to 25 slides, maximum 25.
- ⇒ Minimum font size for any text is 16 pt (including axis labels and axis titles on graphs).
- ⇒ **The first slide should include the presenter's short biography.**
- ⇒ Multi-colour slides are encouraged for the presentation.
- ⇒ All pictures should be inserted directly in the presentation to avoid the need to change files during the presentation. Pictures should be inserted as JPEG files to maintain quality while minimizing memory requirements.
- ⇒ Videos should have direct embedded links to avoid the need to change files during the presentation.
- ⇒ The title slide should identify the paper name, all contributing authors and their affiliation(s).
- ⇒ All slides should be oriented in landscape format.
- ⇒ The presentation should be shown as a Slide Show. However, slide show effects are not a specific requirement.
- ⇒ It is not necessary to bring transparency copies of slides as a backup.

Computers and LCD projectors will be provided for all sessions. Each computer system will be equipped with Microsoft PowerPoint and Windows Media Player for showing standard presentation images and animation sequences. Presenters must ensure that their computer presentation files are loaded in the presenting ROOM onsite as laptop hook-ups will not be permitted.

AUDIO-VISUAL EQUIPMENT:

*****Presenters are required to supply their presentation file in their **presenting ROOM at least 1.5 to 2 HOURS PRIOR TO THE SESSION START TIME.** Conference Staff will be in **all** technical rooms to assist you with this process; see the exact hours below:

Time table - Hours to submit presentation files:

Mon. Oct. 4, between 7:00 to 17:30	(@ All technical rooms at the Hyatt Regency Hotel; room names to be published later)
Tue., Oct. 5, between 7:00 to 17:30	(@ All technical rooms at the Hyatt Regency Hotel; room names to be published later)
Wed., Oct. 6, between 7:00 to 17:30	(@ All technical rooms at the Hyatt Regency Hotel; room names to be published later)

Presentation files should be on a CD ROM or USB memory stick (no laptop hook-ups will be permitted). **Room names will be published and emailed to all submitting authors at a later date as well as published on the website.**

ADDITIONAL GUIDELINES FOR POWERPOINT PRESENTATIONS BEING SUBMITTED FOR PUBLICATION:

- ⇒ White background with black text for the version being submitted for publication.
- ⇒ Any embedded videos should be replaced by a single picture.
- ⇒ All graphics must be labeled so that they are understandable in black and white format, in particular multi sector graphs and charts normally developed in colour.
- ⇒ Speaker's notes are requested, point form bullets are acceptable. The presentation will be printed with one slide in the upper half of the page and the speaker's notes in the bottom half of the page.
- ⇒ A list of references should be included in the version being submitted for publication (but not in the version being presented).

REMEMBER to go to your presenting **ROOM at least 1.5 to 2 HOURS PRIOR TO THE SESSION START TIME** to supply the staff with a copy of your presentation.