

Podium Presentation Details

To ensure that your AV Presentation displays as intended, it must be received by our AV Tech **no later than 12:00PM Eastern Time, Tuesday October 1st, 2019** (see coordinates below). All presentations must be tested and preloaded onto session laptops prior to Forum. Please let us know if you are not using an audio/visual, presentation so that we can put the note on your presentation file.

CDs or DVDs and USBs

CD, DVD and USB sticks **are not permitted** for use on Forum laptops.

Acceptable File Types & Size

For AV presentations, PowerPoint is recommended. Either .PPT or .PPTX file extensions. For video, Windows Media Player and QuickTime are preferred. The preferred file extensions are .MOV, .AVI, .WMV, .MP4, .MKV. For Images, .PNG, .JPEG, .BMP files are preferred. Adobe Acrobat for PDF files and Adobe Flash for .swf file are accepted as well. Your slide deck should be in an aspect ratio of 4:3 (standard) to ensure best quality visual of the slides.

External Links and Embedded Files

Please **do not** use external links for videos or music files, as the internet connectivity in the venue is not guaranteed. Please embed all videos into your PowerPoint presentation as follows:

<https://www.gcflearnfree.org/powerpoint2013/inserting-videos/1/>

MAC Users

For presenters who have created presentations using Mac products like Keynote or PowerPoint for Mac, please export your presentation to PowerPoint for use on a Windows O/S. As a back-up, we recommend that all Mac users bring their Mac product and VGA adapter which will allow them to connect to the projector cable directly in case there are issues with syncing or viewing embedded files in the Windows environment.

Plan B

Presenters may also choose to save their presentations as a .pdf file and submit this along with their .ppt or .pptx file as a back-up in case of technical difficulties.

Labeling Presentations

Please label all PowerPoint presentations in the following format so that we can find them easily at the time of your session: **Lastnamefirstinitial_Session you are presenting in_Brief title of presentation date.**

Labeling Example: BlogginsB_1A03_SessionTitle_22OCT19.

This format is especially important to ensure regulation of researchers who are presenting at more than one session.

You will find your session number by visiting the Forum website: <http://mvhrforum.ca/agenda/>

Large file sending

If you cannot send your presentation file through email due to size, please use a large file sending service such as: [wettransfer](#), [dropbox](#), [Microsoft onedrive](#), [google drive](#)

Please send your completed PowerPoint presentation(s) to our AV Tech Keith at: avtech@cimvhr.ca **no later than 12:00PM Eastern Time, Tuesday October 1st, 2019.**

Below, you will find useful information and reminders regarding your presentation at Forum.

Session Presentation & Room Information

- Please **arrive to your Session Room 10 minutes in advance** of the session start time. When you arrive, please seek out your session moderator, who will be at the front of the room near the podium. Kindly introduce yourself as one of the session presenters and take your seat at the front of the room where there will be “Reserved for Presenter” seating.
- All PowerPoint presentations will be loaded onto the laptop at the podium. **You will not be permitted to use your own laptop or USB device.** Your session moderator will ready your presentation for you. Presentations loaded on the laptop are identified by presenter name and session number and title: **(E.g., BlogginsB_1A03_SessionTitle_22OCT19).**
- The podium has a microphone, a laptop, LCD projector and pointer. The session rooms are not overly large and our AV Company has advised that microphones for audience questions are not necessary.
- For your convenience, there will be a session volunteer sitting in the front row keeping time. The timekeeper will prompt you at 3 minutes and 1 minute to wrap up. You are welcome to use your own timekeeping device for your convenience. Your presentation should be no longer than 15 minutes with a 5-minute question and answer period immediately following your presentation (20 minus total). Please be courteous to your fellow presenters and do not go over your allocated time.

Audio Visual Recordings of your Presentation & Conflict of Interest

- Should you wish **NOT** to have your presentation recorded, photographed or video recorded, you must state this at the beginning of your presentation.
- You must **verbally** notify the audience of any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the program. This should be done while you are moving through your disclosure slides.

Anti-harassment policy

CIMVHR Forum provides a harassment-free conference experience for everyone. Conference participants acting in a harassing way to organizers or other attendees may be sanctioned or expelled from the conference without a refund at the discretion of the organizing committee.

www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure

Should there be any changes to your presentation henceforth or if you have any other questions or concerns, please feel free to contact me at michelle.daigle@queensu.ca at your earliest opportunity.



Canadian Institute for Military and Veteran Health Research (CIMVHR)
L'Institut canadien de recherche sur la santé des militaires et des vétérans (ICRSMV)

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