

Podium Presentation and AV Requirements



FORUM 2022 Halifax

CIMVHR FORUM 2022

To ensure that your AV Presentation displays as intended, it must be received by our AV Tech **no later than 12:00PM Eastern Time, Thursday, September 15th, 2022** (see coordinates below). All presentations must be tested and preloaded onto session laptops prior to CIMVHR 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 CIMVHR 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.

Large file sending

If you cannot send your presentation file through email due to size, please use a large file sending service such as: wetransfer, 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, Thursday September 15th, 2022.

Should you have any questions or concerns, please contact Michelle Daigle at: michelle.daigle@queensu.ca