

# Audio / Visual Details for Podium and Symposium Presentations



## CIMVHR FORUM 2023

MONDAY, OCTOBER 16 – WEDNESDAY, OCTOBER 18, 2023

PALAIS DES CONGRÈS DE GATINEAU,  
50 MAISONNEUVE BLVD, 3RD FLOOR,  
GATINEAU-OTTAWA, QUEBEC



**CIMVHR**  
Canadian Institute for Military  
and Veteran Health Research

**ICRSMV**  
L'Institut canadien de recherche sur  
la santé des militaires et des vétérans

To ensure that the audio/visual for your presentation displays as intended, you must send it to our AV Tech no later than 12:00 PM Eastern Time, Friday, September 15, 2023 (see coordinates on page two).

Please let us know if you are not using an AV presentation so we can put a note in your presentation file.

## NOTE:

Minor amendments (typographical errors) to your presentation may be permitted until the start of the CIMVHR Forum, 8:00 AM Eastern Time, Monday, October 16, 2023.

Requests for amendments or updated presentations **will not be accepted** after 8:00 AM, Monday, October 16, 2023.

## CDS OR DVDS AND USBS

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

## ACCEPTABLE FILE TYPES AND 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 files are accepted as well. Your slide deck should be in an aspect ratio of 16:9 (widescreen) to ensure best quality visual of the slides.

**Please make sure that you have presenter view enabled.**

## 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://edu.gcfglobal.org/en/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:

**Last name first initial\_session number you are presenting in\_Brief title of presentation\_date of presentation.**

**Labeling Example: BlogginsB\_1A03\_Title\_17OCT23**

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](mailto:avtech@cimvhr.ca) no later than 12:00 PM Eastern Time, Friday, September 15, 2023.

**Should you have any questions or concerns, please contact Michelle Daigle at: [michelle.daigle@queensu.ca](mailto:michelle.daigle@queensu.ca)**