



FORUM 2024 WINNIPEG

Audio / Visual Details for Podium and Symposium Presentations

CIMVHR FORUM 2024

MONDAY, OCTOBER 21 - WEDNESDAY, OCTOBER 23, 2024

RBC CONVENTION CENTRE WINNIPEG
375 YORK AVENUE
WINNIPEG, MANITOBA



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 13, 2024**. Presentations that are not received Friday September 13th will not be considered for a CIMVHR Forum Award: <https://cimvhrforum.ca/awards/>
(see coordinates on page three)

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 are permitted until Friday October 4th, 2024.

Presentations received after October 4th **will not be accepted**, and the most recent version of your slide deck will be used.

You are welcome to view or test your presentation by visiting the Presenter Support desk at Forum.

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.

UPLOAD PRESENTATIONS

Please upload your completed PowerPoint presentation(s) no later than Friday, September 13, 2024 at 12PM ET to: <https://ln5.sync.com/dl/5451be8d0#z5vd2j8i-yw4juf3m-uy66k65e-gmbccirp>

Please be aware that this upload folder is not viewable due to privacy and security reasons. Our AV Tech will be notified once your upload is successful, so you won't be able to see your presentation after it uploads.

Following the "Labelling Presentations" section above is imperative as this will make it easier for our AV Tech to organize the presentations in the correct session folder. Failure to do so will cause delays, and your presentation may be lost.

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

For any technical issues, please contact our AV Tech Keith at avtech@cimvhr.ca