

## Presenter Instructions

### How to Submit

The presentation upload site is the same platform you have used to submit your abstract. Your account information (login and password) remains the same. If you forget your password, please use the option to reset your password.

*Please note: Please upload for EACH accepted abstract*

To complete this process, please follow these instructions:

- Login to the speaker's portal [here](#), using your credentials – email address and password
- Under “Accepted” submissions, click on the gear icon beside your presentation and select "Upload Presentation"
- Scroll to the "Presentation File" section and upload your presentation
- When uploaded, a notification will appear informing you of the status of the upload
- To replace an existing file, upload the new file, and the existing file will be removed
- Only one file can be submitted

All presentations submitted in advance will be pre-loaded onto the computer in the session room. We strongly recommend that presenters bring a backup presentation on a USB flash drive.

### File Details

Acceptable file types are only **PDF and PowerPoint (PPT/PPTX) documents**. Please note that MAC files will only be accepted if they are files that Microsoft Office programs can open.

For PowerPoint files, to allow for any media support, please ensure that all files are in PPTX format. Existing PPT files can be converted using the PowerPoint application, by saving as the new format.

We will not allow presenters to utilize their own computers during their presentation. When submitting, it is important to indicate if the file has embedded audio or video.

Please note, although Prezi is a useful tool for creating an interactive presentation, it is not supported. All Prezi files need to be converted to an acceptable file type.

### Naming

For use of reference, we suggest that presentation files be named in the following format: **Submission Code – Last Name – Version**

Please note, adding the version is for your own identification. It is optional (not required), but is beneficial for helping differentiate which version has been uploaded.

Additionally, when naming your file, specific symbols should not be used. The following symbols are not acceptable: \$ & +, / : ; = ? @ " < > # % { } | \ ^ ~ [ ] ` . Using any of these characters in the name could prevent the file from being available onsite.

## External File Support

All external media that is part of your presentation should be directly embedded into your presentation. The use of a PPTX file type will support embedding. Additionally, consider using compression for any large media file.

If any external media cannot be embedded, please upload it to the additional file area when uploading your presentation. Please [contact support](#) for linking to your presentation.

External links or internet media will not work onsite.

## Tips for Creating Optimal PowerPoint Presentations

Please make your presentations, including your charts and graphs, as legible as possible for the viewing audience. We suggest using at least 24 pt. font size for optimal viewing.

When choosing a font, remember that only True Type fonts, i.e., Times New Roman, Arial, and Courier New, can be transferred from one computer to another and from a computer to an LCD projector. Not all fonts are supported across devices. If you use a specialized font, it should be embedded into your presentation.

Do not use ALL CAPITALS or shadowed letters. Both of these styles can cause letters to blend making text difficult to read.

Be mindful that colors may not project on a screen the same way they look on a computer monitor. For that reason, it is wise to choose easily transferable colors for the background and text. We recommend black backgrounds with white lettering or white backgrounds with black or navy blue lettering. Bright colors are best used for highlights.

## Onsite

### Presentation Backup

As is the best practice, please backup your presentation and bring a copy on an external media device (USB key preferably) onsite. Along with your presentation, also include all media in your presentation, whether embedded or not. In case any data is required, having a complete external backup is beneficial to a successful presentation.

### Speaker Ready Room

Queen Charlotte, Convention Level, Hyatt Regency Vancouver

Friday, April 17 <sup>th</sup>	07:00 – 17:00
Saturday, April 18 <sup>th</sup>	07:00 – 17:00
Sunday, April 19 <sup>th</sup>	07:00 – 17:00
Monday, April 20 <sup>th</sup>	07:00 – 17:00
Tuesday, April 21 <sup>st</sup>	07:00 – 8:30

Speakers are requested to check-in at the Speaker Ready Room at least 24 hours prior to your scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room.

As is best practice, please review your presentation on the computers in the speaker ready room. In case of any issues, an onsite representative can help trouble shoot any potential issue before your presentation.