Presenter Guidelines

Submitting Your Presentation

If you do not know your login name, please reference the site announcement email sent to you from abstracts@ccs.ca.

If you are still having trouble please contact us PresentationManagement@Freemanco.com.

Uploading Files:

Before Getting Started:

Step 1: After Registration please use the actual show URL to access the Presentation Management website. When creating your password, the minimum length is 6 characters.

Step 2: Locate the desired session you wish to upload to. **Important:** When naming your file, please keep the length under 30 characters and do not include special symbols **$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ] `** as this will prevent your presentation from uploading through the submission website.

Step 3: Click the "Upload" green button.

Step 4: Browse out to your upload file/files target location, select the file(s) to upload, and click on "Open".

Step 5: Please be patient while your file uploads. Depending on your internet connection to our server this may take a few minutes.

Step 6: If your upload is successful, your screen will refresh and your files will appear listed under the appropriate session/presentation.

Step 7: Click the "Log Out" link near the top right of the page to end your session.

Supported Formats

PPT, PPTX; The Presentation Management system at *CCC 2018* is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under "File, Help" when you have your PowerPoint open.

PDF; Supported, but not ideal. If possible, please export/convert to PowerPoint. The following link provides a free online tool from a 3rd party that can assist with PDF to PPTX conversion, https://smallpdf.com/pdf-to-ppt.

KEY; **Keynote files are not supported**. Please export your presentation as a PowerPoint or PDF file for upload. Click here for instructions of this process. Be sure to review the result in the Speaker Ready Room. If our technicians are unable to resolve any issues, at *the association's* discretion, you may be allowed to present from your own Mac. If so, be sure to bring your HDMI adapters with you to the event.

Prezi is not supported, the session room computers are not online, nor will they have Prezi Desktop installed. Prezi presenters must save their presentation to PDF, and then ideally to PowerPoint PPTX. Prezi to PDF requires that you have a Prezi Pro account and instructions to do so are detailed on the Prezi site at this link, https://support.prezi.com/hc/en-us/articles/360003499053-Exporting-a-presentation-to-PDF. Please see the PDF file support section above in regards to converting PDF to PPTX which is ideal for the Presentation Management service.

Video and Audio File Support

Please see this article for file formats supported within PowerPoint. If you're using PowerPoint 2007 or later, please be sure to embed your media files within the PPTX file. We also strongly recommend compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found here. If you will be converting or authoring videos, we recommend MPEG4 (MP4) for the best PowerPoint compatibility, while H.264 (MP4) can also work well. We suggest encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may actually hurt performance. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

Considerations for custom fonts

We only supply fonts that are included with Office 2013. For a list, see this article. If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. Click here for an explanation of this process.

Links to the internet

Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

Aspect ratio

While both 16:9 and 4:3 presentations are fully supported, the session rooms are optimized for 16:9 presentations.

Presentation audio

The session room computers will be connected to the in-house audio. Please try to ensure that all our audio files play at a similar volume level.

Before You Depart, Backup

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB drive. While PowerPoint 2013 and later will embed movies by default, you should still bring the videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation and movies in your luggage.

Arriving At Your Meeting

Speaker Ready Room, located at the Metro Toronto Convention Centre, South Building, Level 800, Hall E. Speakers are requested to check-in at the Speaker Ready Room at least **1 day** prior to their scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is _imperative_ that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup. **All presentation files must be submitted in their final form at least 4 hours before session start time.**

Speaker Ready Room Hours:

Friday, October 19, 2018   1:00 pm – 6:00 pm
Saturday, October 20, 2018,   7:00 am – 6:00 pm
Sunday, October 21, 2018,   7:00 am – 6:00 pm
Monday, October 22, 2018,   7:00 am – 6:00 pm
Tuesday, October 23, 2018,   7:00 am – 11:00 am

Giving Your Presentation

Please arrive at your designated meeting room **15 minutes** before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Hosted by • Organisations d'accueil

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just click the **"ASSISTANCE NEEDED"** button and a technician will be immediately sent to your room.

Please do not bring your own laptop or attempt to upload your presentations within your presentation room.

Thank You!
By following the guidelines above, we are confident that Freeman Presentation Management will ease your presentation process.

Hosted by • Organisations d'accueil