



2018 Presentation Guide

Electronic Slide Preparation

- CSOHNS will provide computer systems and projectors. All screens will be 16:9 widescreen format, NOT 4:3 as in previous years. Computers and projectors will be configured for 1920 x 1080 resolution.
- CSOHNS will only allow electronic slide presentations in PowerPoint (ppt) or Keynote.
- Visit the Speaker Presentation/Upload area on the main floor beside the registration area **at least three hours before your session**. If your travel plans allow, we recommend that you upload your presentation in the Speaker Presentation/Upload area the day prior to your talk.
- All presentations will be **downloaded to your session room one hour before the scheduled start of the session**. The system in the Speaker Presentation/Upload area will be locked at that time and you will be **unable to access your presentation after**. Please plan accordingly and upload your presentation early.

Supported Presentation Formats

- **PPT, PPTX:** The presentation format 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.
- **KEY; Keynote file.** Please come test files to review the result in the Speaker Presentation/Upload area.
- **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. <https://blogs.office.com/2010/07/01/how-powerpoint-font-embedding-and-replacement-can-save-your-presentation/>
- **Links to Web Pages:** 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.
- **If you do not format your presentation in 16:9 then the presentation will display with black bars to the left and right and will not fill the screen properly.**

Video and Audio File Support for Presentations

- Please see **this article** for file formats supported within PowerPoint.
- Please consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions can be found **here**.
- If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance.



To convert your slides:

For PowerPoint 2013

1. On the "Design" tab, select "Slide Size"
2. In the drop-down box, select "Widescreen (16:9)"

For PowerPoint 2007 and 2010

1. On the "Design" tab, select "Page Setup"
2. In the drop-down box, select "On-Screen Show (16:9)" and click "OK"

For the Newest Apple Keynote

1. From the Keynote Window, select "Document" on the top right-hand corner
2. Under "Slide Size", select "1920 x 1080"

For the Older Apple Keynote

1. From the Menu Bar, select "Show Inspector"
2. On the Inspector, select "Document Inspector" located in the top left-hand corner
3. Under "Slide Size", select "1920 x 1080"

*Videos and photos may need to be resized so they do not appear stretched. Animations should be checked to ensure the elements line up correctly.

Audiovisual Equipment

The audiovisual equipment available inside the room includes:

- Computer (1 MAC – 1 PC), preview monitors (2 - head table and 1 on the floor) and slide advancer on a lighted lectern
- Data projector
- 16x9 Screen
- Monitor for speaker presentation. **Please note that the presenter mode will not be available. If you need to use your notes please print and bring with you.**
- Speaker timer with flashing lights to let you know when your time is almost up
- Lectern microphone
- Table microphone
- Aisle microphones will be placed in the audience for the question and answer period

Backup: Please bring a backup copy of your presentation with you to Quebec City. You should copy your PowerPoint and all movies to a folder on a USB drive.