

INSTRUCTIONS FOR ELECTRONIC PRESENTATIONS

All oral presenters are required to upload their presentations to the Dropbox folder via link provided in notification letters sent by e-mail to the individual/s who submitted the abstract.

NOTE: Conference-room LCD projectors will be configured for 16:9 aspect ratio display. As such, presenters should have their slides formatted for 16:9 aspect ratio for best compatibility.

Presenters will be required to verify their presentations on the provided equipment during the break before the start of their session. However, presenters are encouraged to do the test before the day they are presenting.

Acton and Weston theatre will be equipped with the following hardware and software.

Hardware:

- MacBook Pro (Retina, 13 -inch, Early 2015)
- macOS High Sierra (Version 10.13.2)
- 2.7 GHz Intel Core i5
- 8 GB 1867 MHz DDR3
- Intel Iris Graphics 6100 1536 MB

Software:

- Microsoft Powerpoint for Mac (Version 15.40)
- Keynote (Version 7.3.1)
- Adobe Acrobat Reader DC (Version 2018.009.20044)
- QuickTime Player (Version 10.4)
- VLC Media Player (Version 2.2.8)

NOTE: The use of personal laptops for presentations will not be permitted. All presenters must upload and test their presentations prior to their scheduled talk.

TECHNICAL SUGGESTIONS FOR ELECTRONIC PRESENTATIONS

These suggestions are not meant to deter creativity or use of the best data available, but provide suggestions for optimum results.

Readability / Tips for New Presenters — Keep in mind that those sitting at the back of the room will have difficulty reading information that is not well presented. For the benefit of your entire audience, please keep the following tips in mind:

- ✓ Graphics should be simple, well designed, and legible to everyone in the audience.
- ✓ Presentations are most readable on a dark background with bright lettering. To make certain your slides are legible, view your slides at a distance of 2–3 meters from your computer screen.

- ✓ Avoid using small fonts (these will be illegible from the back of the room). Break up a complex slide into a series of slides. Avoid including critical information at the BOTTOM of the slide (which is not always easily seen from the back of the room).
- ✓ Devote each graphic to a single fact or idea. Illustrate major points, not detailed data.
- ✓ Avoid long or complicated formulas or equations.
- ✓ Use the minimum number of words possible in titles, subtitles, and captions.
- ✓ Use bold characters instead of fancy type.
- ✓ When preparing graphs, avoid more than two curves on one diagram whenever possible. If three or four curves must be used, make certain they are well separated. Label each curve; avoid symbols and legends. Avoid data points unless scatter is important.
- ✓ Coloured graphs are very effective as colour adds interest, attractiveness, and clarity to illustrations. Contrasting colour schemes are easier to see.
- ✓ An introductory and a concluding graphic can improve the focus of your talk.
- ✓ It is strongly encouraged that presentation files (PowerPoint, PDF, etc.) be smaller than 20 MB. This is to accommodate limited cloud storage space, and reduce performance issues associated with large files.

PowerPoint/Keynote — can display pictures and text generated with the program or inserted from other sources. If the outside source is a video file, then the original file will not be saved within the presentation. Source files meeting these criteria must be available on the computer on which the presentation is going to run. Presenters should copy any source video and sound files to the Dropbox when uploading their presentation; when in doubt, include the file.

Fonts — should be standard fonts such as Times New Roman, Arial, or Courier. If nonstandard fonts must be used, they should be embedded in the PowerPoint file. We recommend a minimum font size of 24 points.

Embedded charts, graphs, and object-oriented graphic files — can be difficult to work with. These file types usually are influenced by the version of the program used to create them, often making them translate strangely on a different system. We recommend that charts or graphics be inserted into presentations in a standard graphics format such as .gif, .jpg, .bmp, or .png.

Movies — save as MPG 4 or QuickTime to avoid problems.

HTML presentations — must consist entirely of portable files (relative links must be used). All data must be uploaded to your assigned Dropbox link, as the files will be used straight from the local Dropbox folder. If files are not portable, links between pages could be lost.

A webserver or Internet connection will NOT be guaranteed, so plan accordingly.