



GUIDELINES FOR PREPARING AND DELIVERING ELECTRONIC PRESENTATIONS

Key Points

- We ask that you upload your files in advance to the [CanWEA 2010 Presentation Management](#) site by Tuesday October 26th
- All oral presenters must check into the Speaker Ready Room (Room 521) 24 hours prior to their session time. Submission and initial review of files is required at this time
- Presenter laptops are not allowed for presentations unless explicit permission is given
- All presentations will be played on PowerPoint 2007 or Adobe Acrobat Professional Version 7.1 for PC
- Only video codec's and fonts as detailed below will be supported
- PowerPoint for MAC files should be tested on a PC in the Speaker Ready Room before attending the event
- Keynote for MAC will not be accepted
- There will be no internet connectivity in the Speaker Ready Room or in session rooms

Overview

The CanWEA 2010 Organizing Committee has selected Microsoft Office PowerPoint 2007 as the supported Presentation software for all presentations. You must make every effort to have your presentation saved in this format or have your presentation converted to this format problem free operation at the conference.

We ask that CanWEA presentations be submitted in advance via [CanWEA 2010 Presentation Manager](#) site.

Default Username = canwea10

Default Password = canwea10

After you enter the above information you will be asked to create your specific username and password for this new presentation management system. If this is not possible, files must be submitted on-site by reporting to the Speaker Ready Room. Save your files to a CD-ROM, or a USB Storage Device. To ensure success of your presentation, create a backup copy presentation on a separate portable disk and or USB memory stick and transport it in a separate piece of luggage.

All oral presenters must check into the [Speaker Ready Room](#) 24 hours prior to their session time. To ensure that your presentation is a success you must submit and review your files at this time. Even if your files are not in their final form, an initial review is imperative to screen for a video, font or animation incompatibilities.

Once you arrive at the Speaker Ready Room, you should seat yourself at one of the computer stations to review your presentation. A technician will assist you if you require assistance in loading your media or accessing your files. You can make changes to your presentation while in the Speaker Ready Room. Technicians are available to assist you with issues that sometimes occur with presentations. All presentations will be done through the Assembly computers via the main server located in the Speaker Ready Room.

Presenters will not be permitted to use their personal laptop for their presentation, unless explicit permission is given.

Please arrive at your session meeting room 15 minutes prior to the start of your session. Each room will have a technician to assist you with any technical needs. When it is your time to present, the technician will launch your presentation. On the lectern, there will be a remote that will give you forward/back control of the presentation.

The computers in the presentation rooms are identical to those found in the Speaker Ready Room. All computers are Microsoft Windows-based with Microsoft Office 2007.

SUBMITTING YOUR PRESENTATION

The following information will give you the basic information needed to get your presentations ready for submission either via the web, or onsite in the speaker ready room.

Video and Audio Compatibility

It is imperative that you select Microsoft based file formats for videos and audio files that you intend to have embedded in your presentation.

Supported Video file formats: Movie (asf, asx, dvr-ms, wpl, wm, wmx, wmd, wmz, avi, mpeg, mpg, mpe, m1v, mp2, mpv2, mp2v, mpa, wmv, wvx)

Supported Audio file formats: Sound Files (aif, aifc, aiff, au, snd, mid, midi, rmi, mp3, m3u, wav, wma, wax, asf)

*Apple Quicktime Video files are no longer supported by any Microsoft PowerPoint version. QuickTime movies need to be converted as below

1. You should check the QuickTime file's codec. Open the file in QuickTime, click movie, then choose 'get movie properties'. On the left drop-down menu choose video track. On the right drop-down menu choose format. The codec is listed on the 'data format' line. If it's a cross-platform codec like Indeo or Cinepak (meaning it can be in either a QuickTime or avi container) then go to step 3.
2. If it's a QuickTime-only codec (like Sorenson or 'video'), then go to step 1. If it's a QuickTime-only codec the conversion has to be in two steps. You have to convert it to an avi first, then you can convert it to Windows Media. Your two options are to use QuickTime Pro (\$30 from Apple) or Rad Video Tools (free). From some of the posts on the board, it appears Rad sometimes has glitches converting audio; if that happens to you then just get QuickTime Pro. When doing your conversion to avi, I advise choosing a lossless codec or no compression, so that there is no loss in quality. (The avi file may be big though).
3. If you're from step 1, just feed the QuickTime file into Windows Media Encoder; if you're from step 2, feed the intermediate avi into Windows Media Encoder. Then just encode! If you have Windows XP you can substitute Windows Media Encoder with Windows Movie Maker, but you won't get as many options.

Links:

QuickTime Pro: <http://www.apple.com/quicktime>

RAD Video Tools: <http://www.radgametools.com/bnkdown.htm>

Windows Media Encoder: <http://www.microsoft.com/windows/windowsmedia/forpros/encoder/default.aspx>

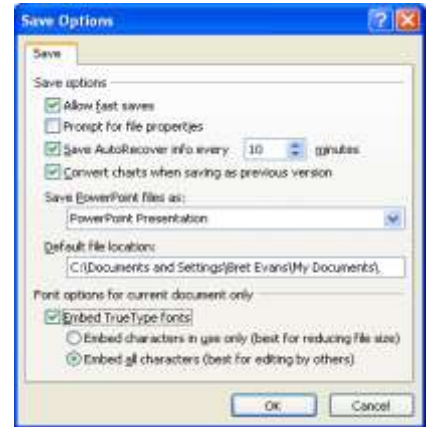
Embedding Fonts

If your presentation uses any fonts that are not standard Windows fonts, you must ensure to embed your fonts when you save the presentation, otherwise substitute fonts will be used that could cause formatting issues in your presentations when you are on site at the conference. If you have any licensed fonts, please bring those fonts with you to the speaker ready room.

To do so follow the easy steps below:

For Office 2003

1. On the File menu, click Save As.
2. On the Tools drop down bar (top right corner) click Tools, click Save Options, select the Embed TrueType Fonts check box, and then select the following option:
 - Embed all characters (best for editing by others)



For Office 2007

1. On the File menu, click Save As.
2. On the Tools drop down bar (bottom left corner), click Save Options, select the Embed TrueType Fonts check box, and then select the following option:
 - To embed only those characters used in the presentation, select Embed all characters (best for editing for other people).



Pack and Go (Office 2000 and earlier)

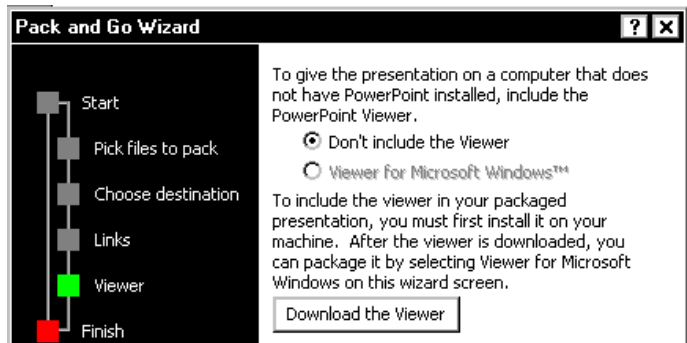
1. Open the PowerPoint presentation you wish to save
2. From the *File* menu, select **Pack and Go...**
The *Pack and Go Wizard* dialog box appears.
3. Click **NEXT**
4. To pack the currently open presentation, select **Active presentation**
OR
To pack a different presentation:
 - a. Select **Other presentation(s)**
 - b. Click **BROWSE...**
The *Select a presentation to package* dialog box appears.
 - c. Using the *Look in* pull-down list and other navigational tools, locate and select the desired presentation
 - d. Click **SELECT**
NOTE: You may pack your current presentation along with other presentation(s) simultaneously by selecting all the presentations you want packed.
5. Click **NEXT**



6. Select which drive to copy the presentation to:

- A:\ drive** Copy to floppy disk
- D:\ drive** Copy to zip disk
- C:\ drive** Copy to hard drive
NOTE: This option is not always available.
- Choose destination** Copy to another computer on your network
Click the **BROWSE...** button to select a destination.

- 7. Click **NEXT**
- 8. OPTIONAL: To open the presentation's linked files on the destination computer, select **Include linked files**
- 9. OPTIONAL: To ensure that the presentation's text will display correctly even if the selected font is not installed on the destination computer, select **Embed True Type fonts**
- 10. Click **NEXT**
- 11. If the destination computer does have PowerPoint installed, select **Don't include the Viewer**
- 12. Click **NEXT**
- 13. Click **FINISH**
PowerPoint **Pack and Go Wizard** will now copy your presentation.



Package for CD (Office 2003)

Instructions for Office 2007 are very similar and can be found here http://presentationsoft.about.com/od/powerpoint2007/ss/071202package07_2.htm



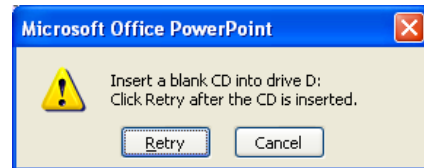
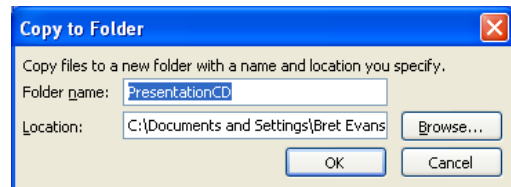
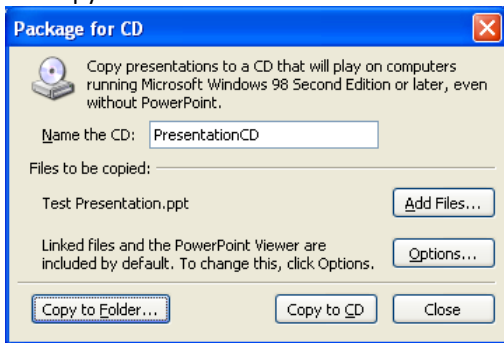
If you want to pack multiple files, click the Add Files button and browse to the file on your storage system.



Click the Options button to pack all linked files and embed fonts if you haven't already embedded the fonts as explained above.

You do not need to include the PowerPoint Viewer
Do not put any passwords on the file

You can then save the package to a folder, USB flash drive etc by pushing the Copy to Folder button or to a CD by pressing the copy to CD button





AT THE EVENT

Speaker Ready Room – Room 521

Speakers must check-in at the Speaker Ready Room 24 hours before their scheduled presentation. This will allow time to prepare, rehearse, and finalize your presentation before submitting it. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the computer in the meeting rooms. ***It is imperative that you review your presentation in the Speaker Ready Room if it contains video files, or if it was created on a Macintosh computer.***

Once you are comfortable that your presentation is complete, Confirm the date, time, and room for your session.

Speaker Preview Room: Room 521

Hours of Operation:

Oct 31	12:00 to 17:00
Nov 1	7:00 to 17:30
Nov 2	7:00 to 17:30
Nov 3	7:00 to 12:30

Speaker Breakfast

All speakers are asked to take part in the speakers' breakfast from 8:00am to 9:00am on the morning of their presentations. There you will meet fellow presenters, meet the session chair and talk about any last-minute details.

Presentation

Please arrive at your session meeting room at least 15 minutes before the start of your session. Introduce yourself to the technician (at their station near the back of the room). Take time to familiarize yourself with the setup at the lectern. There will be a remote on the lectern that will give you forward and back control of the slides during your presentation.

A lectern and microphone will be provided in each meeting room. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. There should be a comfortable distance between your mouth and the microphone. If you turn away from the microphone, the audience may not hear your voice.

If you have any questions please contact pmanager@ccrsolutions.com.