



FAST FORWARD
TO WIND

24TH ANNUAL CONFERENCE AND TRADE SHOW



Dear CanWEA 2008 Presenter,

This message will provide you with all the instructions you need to ensure a successful podium presentation at the CanWEA 2008 Conference in Vancouver. Please read through it carefully.

Here are some key points to keep in mind:

- **Preparing your presentation.** Please ensure that your presentation is no longer than 15 minutes in length. As a rule of thumb, you should have no more than 10 to 12 slides. Note that the Session Chair will cut off your presentation if you run over the 15 minute time limit.
- **Submitting your presentation.** We recommend that all presenters upload their presentations by Wednesday October 15th through the CanWEA advance submission site (instructions below).
- **On arriving at the conference.** Upon arrival or at least 24 hours before your session begins, we ask that you visit the Speaker Preparation Room (Room 19 & 20) where a technician will be on hand to verify that your presentation runs as expected. No last-minute changes can be accepted after this.
- **On the day of your presentation.** There will be a speakers' breakfast from 7:00 am to 8:30 am on the morning of your presentation. You must be there at 7:30 am to meet with your session chair and fellow speakers.

Full speaker instructions and technical details can be found below. Should you have any difficulties with your presentation submission, please contact Tony Vasquez at (214) 333-1814 or through email at support@presentationmanagement.com for fast response after hours.

For any other questions, please contact Sharon Fryer at 613-234-8716 x 231. After October 16th, please contact Sharon by mobile phone at 613-301-4217.

Thank you once again for your active participation in this exciting event, and we look forward to meeting you in Vancouver this October.

The CanWEA Conference Team

GUIDELINES FOR PREPARING AND DELIVERING ELECTRONIC PRESENTATIONS

Key Points

- It is strongly recommended you upload your files in advance to the <http://CanWEA.SessionUpload.com> site by Wednesday October 15th
- All oral presenters must check into the Speaker Preview Room (19 & 20) 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 2003 or Acrobat Reader 8 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

It is strongly recommended that CanWEA presentations be submitted in advance via <http://CanWEA.SessionUpload.com>. Your email address is your login and password should be left blank upon your first login. If this is not possible, files must be submitted on-site by reporting to the Speaker Preview Room. Save your files to a 3.5" Floppy Disk, CD-ROM, or a USB Storage Device.

All oral presenters must check into the [Speaker Preview 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 Preview Room, you should seat yourself at one of the computer stations to review your presentation. If you submitted your presentation in advance via the website, once you log into the computer, all of your files will be listed on the left side of the screen. 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 Preview Room. Technicians are available to assist you with issues that sometimes occur with presentations. Once you are done reviewing your presentation, be sure to click the "upload your files" and "logout" buttons on the bottom of the screen. This will ensure that your presentation gets uploaded to your session room in a timely manner. All presentations will be done through the Assembly computers via the main server located in the Speaker Preview 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. Please introduce yourself to

the technician prior to the beginning of the session. 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. At the end of each session day, all presentations will be deleted from the meeting room computers.

The computers in the presentation rooms are identical to those found in the Speaker Preview Room. All computers are Microsoft Windows-based with Microsoft Office 2003.

Steps to ensure a successful presentation

Presentation Format: PowerPoint and PDF are the only accepted presentation formats. Keynote is not permitted. Keynote presentations must be exported to PowerPoint or PDF and tested on a PC before coming to the event. Using your MAC laptop for presentations will not be permitted unless explicit approval is given.

Movies: Please take steps to compress your videos. Uncompressed videos will take more of your time to upload and give no better quality than a modern MPEG-4 codec. We can only accept movies created as MPGs, WMVs, or with the following codecs:

- Various MPEG-4*** Divx, Xvid, or Microsoft WMVs – Best quality for size.
- Indeo Codecs*** No Longer supported in Windows but will work on our systems.
- Cinepack*** Older codec – Poor quality for size.
- Techsmith*** Screen capture codec.
- Flash*** SWF content is supported.
- Animated GIF*** supported.

MAC USERS: Please export **MOV** files to Windows Media **WMV** with **Quicktime Pro**. PowerPoint on Windows machines will not handle MOV files. If you cannot convert the files or have a considerable number of MOV files, please check with a PowerPoint technician in the on-site Speaker Ready Room for assistance.

SPECIAL NOTE ABOUT DVDs: If you plan to play a DVD as part of your presentation, please come to the Speaker Ready Room so your videos can be converted into a PowerPoint presentation. This process takes time so your DVD must be submitted 24 hours before presentation.

Pictures: Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

MAC USERS: If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up on Windows PowerPoint. With PowerPoint 2008 for the Mac, any inserted image will show up in Windows PowerPoint.

Fonts: We only supply fonts that are included in the basic installation of Windows. Fonts other than these should be embedded into your PowerPoint presentation. The fonts we suggest using are **Times New Roman, Arial, Verdana and Tahoma**. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style. Microsoft provides a utility to determine if a Font can be embedded. It is located at the following link:

<http://www.microsoft.com/typography/property/property.htm?fname=%20&fsize>

Fonts are easily embedded into your presentation following these steps:

Office XP / 2003

1. Click **File**, and then **Save As**.
2. On the **Tools** drop down menu select **Save Options**
3. On that menu you will see an **Embed TrueType Fonts** check box. Check the box.

Office 2000

1. Click **File**, and then **Save As**.
2. On the **Tools** drop down menu select **Embed TrueType Fonts**.

Preparing your Presentation for Transfer:

Advance submission:

In the event that you wish to make changes to a presentation that you have already submitted online (as per instructions above), please change your master copy and then resubmit the files on the website.

Portable Media: Save your files to CD-ROM or a USB Storage Device. If you create a CD-ROM, be sure to close or finalize your session. If this step is not completed, you cannot access the CD from any computer.

When building your presentation, all files (PowerPoint & external, i.e. movie files) associated with your presentation must reside in the same folder. Be sure you bring your movie files along with your PowerPoint presentation; they are NOT embedded into the PowerPoint.

When creating your media for transfer, copy the entire folder to the portable disk. To ensure success of your presentation, create a backup copy presentation on a separate portable disk and transport it in a separate piece of luggage.

If you are speaking in more than one session, please organize and clearly label your presentations in separate folders. Do not put more than one presenter's files on the same disk. Each presenter must have his or her own media.

At the Event

Speaker Preview Room

Speakers must check-in at the Speaker Preview 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 Preview 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 Preview 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. Be sure to click the "upload files" and "logout" buttons on the bottom of the screen. This will ensure that your presentation gets to your session room in a timely manner.

Speaker Preview Room: 19 & 20

Hours of Operation:

Oct 19th – 14:00 to 19:00
Oct 20th – 7:00 to 17:30
Oct 21th – 7:00 to 17:30
Oct 22th – 7:00 to 10:30

Speaker Breakfast

All speakers are asked to take part in the speakers breakfast on the morning of their presentations. There you can 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 wireless lavalier 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.