



# Information for Speakers and File Submission Instructions

## 2009 Yellowknife Geoscience Forum

**Only PowerPoint presentations (2003 or 2007) will be accepted. Speakers are to submit their presentations at least ONE DAY before their session in order for it to be loaded and checked.**

**Please do not plan to use your own laptop**

### How to submit your presentation:

The name of your talk should include the time of presentation and your last name (eg. 1420\_Sandeman.ppsx)

#### Pre-conference (before Nov. 16)

**Upload to our FTP site:** Contact the Technical Coordinator ([Kelly\\_Pierce@gov.nt.ca](mailto:Kelly_Pierce@gov.nt.ca)) for log-in instructions; or load onto your own FTP site and email the instructions to Kelly.

#### Monday, Nov. 16 (evening)

**Submit to Kelly during the IceBreaker:** Memory sticks or CDs may be dropped off to Kelly. These can be picked up the following day at the Talk Drop-Off location.

#### Tuesday to Thursday (Nov. 17-19)

**Bring to the Talk Drop-Off station at the Theatre:** The Talk Drop-Off will be located outside of Theatre 1. **Please do not bring your CDs or memory sticks to the laptop in the theatre.**

### Presentation instructions:

**Oral presentations are allotted 20 minutes**

- **15 minutes for the actual presentation**, and 5 minutes for questions/set-up/etc.
- Time slots will be closely monitored by the session chairpersons in order to keep the parallel sessions synchronised.

**Presentations will be loaded on the dedicated computer (running Office 2007 software). Speakers may not use their own laptops.**

- If requested, the presentation can be deleted immediately following the talk session.
- Each presentation room will have one data projector, and the podium will be equipped with a reading light, controls for the laptop, one stationary and one wireless microphone, and a laser pointer. Speakers are invited to familiarize themselves with the presentation area prior to their session or during coffee breaks.

### Presentation tips:

#### 1) **Limit animations (including videos), as this may increase the risk of presentation errors:**

- If you insist on placing animations into your presentation, ensure that you include the associated files (eg. avi, mpeg) and the software (eg. Flash) to run the animation. These files are external to PowerPoint and the appropriate software may not be loaded on the laptop.

**Advise the Technical Coordinator of any animations, and provide your presentation at least one day in advance of the session so that the animation can be checked.**

#### 2) **Reduce the size of your presentation:**

- High resolution images of several megabytes will greatly increase your presentation size and the chances of presentation errors or crashes. In Office 2003 (or later) on the **Picture Toolbar** click on **Compress Pictures**, in the popup window select **Web/Screen (96dpi)** and apply to all pictures. This will significantly reduce your presentation size.
- Use **Insert Picture** to bring in your images, using copy/paste (or drag/drop) significantly increases the file size of your presentation.

#### 3) **If you insist on using unconventional fonts, make sure to embed them into the PowerPoint show when you save the file. Otherwise, chances are that they will not be readable.**

### Mac users:

**This conference will be using Windows XP Professional with Microsoft Office 2007; speakers may NOT use their own laptops.**

If you insist on creating your presentation on a Mac, the following guidelines are recommended:

- Save your presentation as a PowerPoint 2007 file (\*.pptx or \*.ppsx).
- Check your presentation on a PC beforehand, it is your responsibility to ensure it will play properly on the software used at this conference; a Mac will not be available.

**Please contact the Technical Coordinator ([Kelly\\_Pierce@gov.nt.ca](mailto:Kelly_Pierce@gov.nt.ca)) if you have any questions regarding your presentation.**