



Speaker File Submission Instructions

2007 Yellowknife Geoscience Forum

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

How to submit your presentation:

The name of your talk should include the time of presentation and your last name. For example, 0920_Sandeman.pps or 1420_Sandeman.pps.

- **Before Monday afternoon (Nov. 19) - Upload to our FTP site:** Contact the Technical Coordinator (Kelly_Pierce@gov.nt.ca) for log-in instructions. Or load onto your own FTP site and email the instructions to Kelly.
- **Monday, Nov. 19 - Submit to Kelly during the IceBreaker:** Memory sticks or CDs may be dropped off. These will be labeled (removable) and can be picked up the following day at the Talk Drop-Off location.
- **Tuesday to Thursday (Nov. 20-22) - 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:

Presentations will be loaded on the dedicated computer (running Office 2003 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.

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.

Note of Caution:

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, generally from digital cameras, will greatly increase your presentation size and the chances of presentation errors or crashes.
- In Office 2003 (or later) click **Save As**, in the popup window, pull down the **Tools** menu (top right of menu bar), select **Compress Pictures**, change resolution to **Web/Screen (96dpi)** and apply to all pictures. This will significantly reduce your presentation size.

Please contact the Technical Coordinator (Kelly_Pierce@gov.nt.ca) if you have any questions regarding your presentation.