Information for Speakers and File Submission Instructions
2014 Yellowknife Geoscience Forum

Only PowerPoint (2007 or 2010) presentations 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. 24)
> **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. 24 (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 at the Capitol Theatre.

Tuesday to Thursday (Nov. 25-27)
> **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 synchronized.
- **Presentations will be loaded on the dedicated computer (running Office 2010 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 wish to use videos in 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/videos, and provide your presentation at least one day in advance of the session so that the animation can be checked.

2) Use **Insert Picture** to bring images into your presentation. Using copy/paste (or drag/drop) will greatly increase the file size of your presentation.
3) If using unconventional fonts, make sure to **embed** them into the PowerPoint show when you save the file. Otherwise, they will likely not be readable.
   - In **PowerPoint Options** click on **Save** to bring up the Save options. Select **Embed fonts in the file**.

Mac users:

This conference will be using Windows 7 with Microsoft Office 2010; 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) **if you have any questions regarding your presentation.**