# ORAL PRESENTATION GUIDELINES

Congratulations on having your work accepted to the **GEOQuébec 2015 program**. We look forward to hearing your presentation.  In order to effectively communicate the results of your research, innovation or project at the conference, you are kindly requested to follow these guidelines when preparing your presentation.

GEOQuébec 2015 Conference will feature a networked presentation submission system. The tips below will help ensure that little, if any, editing will need to be done on-site, allowing you to quickly review your presentation and then attend other meetings in progress. The tips below are for both Windows and Mac users. As all the provided computers will be Office 2010 operated PC's, Mac users should additionally review Considerations for Mac Users.

## RECOMMENDATIONS FOR SPEAKERS

The date and time of your presentation are detailed in your notification e-mail.

A time slot of fifteen (15) minutes has been allotted to each speaker. A session chair will be present to introduce you (less than one minute) and keep strict attention to the time schedule. You are allowed twelve (12) minutes for your presentation, followed by a short period of two (2) minutes for questions. Therefore,

15 minutes = 1 minute for transition and introduction + 12 minutes for speaking + 2 minutes for questions.

As general guidance, it is often assumed that each slide takes a minimum of one minute to present.  You should plan your presentation carefully and co-ordinate each section of your paper with your presentation. Please select your vocabulary to address as wide an audience as possible. Do not use abbreviations or expressions unfamiliar to the audience and do not show more information on one slide than can be assimilated in 30 seconds. Employers' logos (companies, universities, government departments, etc.) should appear on the opening slide only.

Oral presentations will be supported by PowerPoint only. No equipment for presenting films or overhead transparencies will be available at the Conference.

## SPEAKERS' BREAKFAST

It is important that all authors presenting a paper attend the speakers' breakfast on the day of their oral presentation so that they can meet the session chair and provide biographical information (first and last names, affiliation, and professional status). The chair will also make recommendations to ensure that the session runs smoothly.

The breakfast will be served in Room 206-AB, on the second floor of the Convention Centre. On Monday and Tuesday the speakers' breakfast will take place between 6h45 and 7h45 whereas it will be between 7h15 and 8h15 on Wednesday.

# GUIDELINES FOR POWERPOINT PRESENTATIONS

## KEY POINTS

Approximately three weeks prior to the conference, you will receive an e-mail from FREEMAN (*PresentationManagement@freemanco.com*), our technology service provider, with instructions as well as a login information, to upload your presentation in advance.

## TECHNICAL REQUIREMENTS

### Slide aspect ratio
The PowerPoint presentations will be projected in the widescreen format with the aspect ratio of 16:9. If your slides have aspect ratio of 4:3, please convert them in 16:9 if possible. **Click here** for help on conversion of default slide format to the widescreen. If you experience any difficulty to convert your presentation a technician will be available in the *Speaker Ready Room* to resolve any technical issues.

### Got Movies?
The preferred format is Windows Media Video (**WMV**). While some conversion may be necessary, we can also accept movies created as **MP4** (ideally MPEG4 but H.264 codecs as well), **AVI** (Divx, Xvid, or WMV codecs), **MPG** (MPEG1 & MPEG2) and **MOV** (H264 & MPEG4).

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room. **Click here** for a help on adding videos to a PowerPoint presentation.

### Special Fonts?
The only supported fonts are those included with Office 2010. If you need a specialized font, it should be embedded into your PowerPoint presentation. **Click here** for explanation of this process.

### What File Types Can I Upload?
We currently support all versions of PowerPoint through Office 2010. If your PowerPoint presentation is from a version prior to Office 2010, the system will be able to open and read the file.

## CONSIDERATIONS FOR MAC USERS

### Keynote
Currently we do not support Keynote files. Please convert your keynote presentation to either PowerPoint format or Quicktime movie.

### Pictures
If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for Mac or newer, any inserted image will be compatible. To ensure there are no picture problems, please check your presentation in the Speaker Ready Room.

**Apple MOV files**

PowerPoint 2010 or higher supports playback of MOVs. The best compatibility for MOV playback is to use MPEG4 as your codec, in some cases H.264 will work as well. If you are using an earlier version of PowerPoint (older than 2010) please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Ready Room who can make arrangements to convert videos.

## BEFORE YOUR DEPARTURE

**Backup**

Please bring a copy of your presentation along with you when you depart for the Conference. Copy your PowerPoint and all movies to a folder on a USB flash drive or CD-ROM. PowerPoint 2010 will embed movies by default, however you should still bring the videos for backup. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint presentation. It is a good practice to keep a second copy of your presentation and your movies in your luggage.

## AT THE CONFERENCE

**Speaker Ready Room**

Speakers must check-in at the Speaker Ready Room at least a day prior to their scheduled presentation for initial review of their presentation files. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is imperative that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues.

Be sure to use the mouse to advance your slides and not the keyboard, as you will only have a mouse at the podium to advance your presentation; Left click advances, right click goes back. 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 at the top of the screen.

**Speaker Ready Room:** 2102A – Québec City Convention Centre

**Opening hours will be as follows:**

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|---|---|
| Sunday, September 20 | 2:00 PM – 5:00 PM |
| Monday, September 21 | 7:00 AM – 4:00 PM |
| Tuesday, September 22 | 7:00 AM – 4:00 PM |
| Wednesday, September 23 | 7:00 AM – 3:00 PM |

## IN THE MEETING ROOM

**Please arrive at your session meeting room at least 15 minutes before the start of your session.** Take time to familiarize yourself with the setup at the podium. Located in front of you is a monitor where you can follow your presentation. Simply click your session time, then click your name on the display, and your PowerPoint presentation will launch automatically. At the end of your presentation, the display will return to the list of presenters in your session.

## CONTACT

Should you have any technical questions not addressed in this document, please feel free to e-mail support@sessionupload.com. Please be sure to include GEOQuébec in the subject.