



AUDIO VISUAL INFORMATION

All presentations will be via MS PowerPoint. You must submit your full presentation (including financial disclosure slide) to COS by June 1st.

The Speakers' Preview Room is located in Pier 3 of the Westin Harbour Castle. Please check with that your presentation is assigned to the correct session and that the presentation was received in good condition.

Presentations:

We will have PC-based computers available for your use loaded with MS Office XP. Anyone participating in the PowerPoint for Physicians courses on Wednesday must bring their own laptop.

You must submit your presentation to our office by 1 June. We will ensure it is loaded on the on-site computer – ready for you when you arrive.

As part of the requirements for accreditation, we require full disclosure of any financial relationships the authors have with commercial enterprises. A slide for this purpose can be downloaded from the COS web site. This slide should follow your introductory slide.

The “pack and go” feature of PowerPoint may be useful if there are video or sound files associated with your presentation. It will create a single compressed file. The "Pack n Go" wizard packs all the files and fonts associated with your presentation together in one directory. If you make changes to your presentation after you have saved it using Pack n Go, just run the wizard again and save it to the same directory to update the files.

To Use Pack n Go:

1. Open the presentation you want to pack
2. On the File Menu click Pack and Go
3. Follow the instructions in the Pack and Go Wizard
4. Note the file name and the directory where you store the presentation

Note to MAC users: check ‘append extension’ when the option is offered during saving.

Embedded video problems/fixes

Video works great on your own computer in PowerPoint but does not transfer well. There are two main reasons why movies and sounds might work on your computer but not on others:

Broken links

Video or movies are always linked in PowerPoint. To avoid linking problems:

- Save the presentation in the same folder the video is in.
- Insert the sounds and movies into your presentation from that folder.
- When you move the PPT file to another computer, be sure to move all the movie and sound files too. As long as you put them in the same folder as the PPT file, the links will usually not break.

By following these steps, you force PowerPoint to create "pathless links" -- links that point to just the linked file name, not the path. When PowerPoint sees these, it looks for the linked file in the current folder, which is almost always the one where the PowerPoint file itself lives. Result: the links don't break. It won't work to copy the sounds/movies to the folder with the PowerPoint file after you've inserted them.

Missing CODECs

If your linked sounds or movies won't play on another system, it might be that you're using a file format or CODEC not supported on the other system. A CODEC (COder/DECoder) is software that compresses sound and movie files. The ones you use on your system to create the files must also be Alternately, you can post the video on a Web site, and then insert a Web slide to view the page with the video during your presentation.

If you have any questions regarding your participation, please contact our office.

Tel: (613) 729-6779 - Toll free: (800) 267-5763

Fax: (613) 729-7209

Email: kross@eyesite.ca



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Please bring a backup copy of your presentation and check-in with the technician in the Speaker Preview Room well before you are scheduled to speak (minimum 4 hours).

- To email presentation: kross@eyesite.ca
- To courier presentation on CD-R disk (Read Only, NO R-W disks)

Canadian Ophthalmological Society
610-1525 Carling Avenue
Ottawa, ON K1Z 8R9

NOTE; THE COS OFFICE WILL BE CLOSED AS OF JUNE 12 DUE TO RENOVATIONS. PLEASE ENSURE THE COURIER REACHES COS PRIOR TO JUNE 12

- ftp:
Address: [ftp.eyesite.ca](ftp://ftp.eyesite.ca)
User: eyesite2
Password: toronto6

Name your files by your last name and session or date (SMITHRetina or SMITHSunday)

Only COS and audio visual company staff are able to view and download these files.

If you need assistance with ftp procedures, please contact us, we'd be glad to help you.

Confidentiality

Confidentiality will be preserved. All presentations will be permanently removed from the on-site computers and website.

Contact our office if you will use other software or a different version of PowerPoint.

Internet access is not provided in the meeting rooms.

During your presentation:

A speaker timer system will be used. Please pay attention to the lights – Red means **STOP**. We need to keep the presentations on time. Most talks are 7 minutes only (unless otherwise noted in your correspondence with the session chair).

Tips:

- do not use sound in your presentations. It is distracting in a large group
- limit the amount of flashy animation – keep to one animated element per page
- keep it as simple as possible

Thank you

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