

AUDIO VISUAL INFORMATION

All presentations will be via MS PowerPoint. You must submit your full presentation (both oral and e-posters), including financial disclosure slide, to COS by June 1st.

The Speakers' Preview Room is located in **Yamaska** room of the Fairmont The Queen Elizabeth Hotel. 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 by June 1st. We will ensure it is loaded on the on-site computer; ready for you when you arrive. You may make minor changes up to the time you visit the Speaker Preview room onsite. Please upload the revisions and add a revision number to the file name so that the technicians can keep track.

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.

For E-poster presenters:

- On your final slide please include an email address where your colleagues can email questions to you during the meeting. You may wish to create a temporary email for this purpose (yahoo/hotmail etc).
- Your presentation must be timed for no longer than 3 minutes

Multimedia content such as audio or video that is embedded in or linked to the presentation should be included as a separate source file with a note about where and how it should run.

Digital photos inserted into the show should be at a maximum resolution of 100 dpi to minimize file size.

Embed all fonts. This is in the Tools>Options>Save menu. Any presentation that utilizes a non system font should include the True Type font file (TTF) for installation on the show computer. Please send only the TTF file, not the whole font directory

Presentations developed on platforms outside of PowerPoint, such as Flash or Keynote, need to be submitted with appropriate viewer, or formatted as a self executing show (.exe file). Our Presentation Management System is MS PowerPoint based.

Note to MAC users: check 'append extension' when the option is offered during saving. Please let us know if you are on the MAC platform.

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).

You will not be permitted to load your talk once your session has begun.

- Upload to our database

URL: <http://cos2007.mediaco.ca>

User name: presenter

Password: cos2007

- To courier presentation on CD-R disk (Read Only, NO R-W disks)

Canadian Ophthalmological Society

610-1525 Carling Avenue

Ottawa, ON K1Z 8R9

If you need assistance with the upload, please contact Mediaco, who would be glad to help you.

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These must reach our office before June 10th

Name your presentation so that it reflects your **LASTNAME** and **PRESENTATION TITLE**, ie. "SMITH.TOXICOLOGY.PPT"

If you need assistance with the upload, please contact us or Mediaco, we'd be glad to help you.

Mediaco: Lou Dechant, Tel: (888) 440-4477 ext 2

Confidentiality

Confidentiality will be preserved. Only COS and audio visual company staff are able to view these files. 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

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

Tel: (613) 729-6779

Fax: (613) 729-7209

Email: kross@eyesite.ca

Thank you

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