

Important Audio Visual Information for Presenters

PLEASE READ THOROUGHLY

The Speakers' Preview Room is located in **Algonquin** room of the Fairmont Chateau Whistler hotel. Please bring a backup copy and check in with the Presentation Manager a **minimum of three (3) hours before your session begins** to ensure that your presentation was received and is assigned correctly. Changes may be made at this time. **No changes are allowed once a session has started.** Laptops with MS PowerPoint 2007 will be installed in each presentation room.

Oral presentations (including financial disclosure slides) must be submitted online and received by May 31st through the following website:

URL: <http://cos2008.mediaco.ca>

User name: **presenter**

Password: **COS2008**

5 Points to Successful Presentations

- 1) When inserting movies, sounds or images always use the 'Insert' dialogue of PowerPoint, do not use drag & drop as this can create image handling errors. Include the source file(s) of any multimedia content as well as instructions as to where and how it/they should run as we may need to relink or in some cases reinsert the content.
- 2) Digital photos should be at a maximum resolution of 150 dpi to minimize file size. PowerPoint's image rendering engine outputs at 150 dpi, using larger images does not increase resolution, only file size.
- 3) Naming of your file(s) is very important. Name your presentation so that it reflects your **LASTNAME** and **PRESENTATION TITLE**. Example: "SMITH.TOXICOLOGY.PPT". Naming the file COS2008 or similar derivative makes placing your presentation in the correct session difficult.
- 4) 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.
- 5) Presentations developed on platforms outside of PowerPoint, such as Flash or Keynote, need to be submitted with an appropriate viewer, or formatted as a self executing show (.exe file). Our Presentation Management System is MS PowerPoint based. **Note to MAC PowerPoint users:** check 'append extension' when the option is offered during saving. Please let us know in advance if your content was developed on a MAC.

It is our preference that you use our presentation system but we do offer you the option of using your own laptop. A simple switching system is provided in each room. Please advise us in advance if this is your wish.

Confidentiality

Your Privacy & Confidentiality will be preserved. Only COS and MEDIACO staff are able to view these files. All uploaded files are removed from the upload site once added to our database. All presentations will be permanently deleted from the onsite computers at the conclusion of your session.

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).

Financial Disclosure

As part of the requirements for accreditation, full disclosure of any financial relationships the authors have with commercial enterprises must be made. A slide for this purpose can be downloaded from the COS website (eyesite.ca). This slide should follow your introductory slide.

Please contact Lou Dechant at MEDIACO directly for assistance:

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