



AUDIO VISUAL INFORMATION

It is essential that you take advantage of the technical staff in the Speaker Preview Room. The Speakers' Preview Room is located in the Chehalis room in the Westin Bayshore Resort & Marina. 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 on Wednesday must bring their own laptop for that course.

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.

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.

Please bring a backup copy with you and check-in with the technician in the Speaker Preview Room well before you are scheduled to speak.

- 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

- ftp:
Address: [ftp.eyesite.ca](ftp://ftp.eyesite.ca)
User: eyesite2
Password: vancouver4

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

Only COS and av 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 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

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

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Email: kross@eyesite.ca