



DAVIS AUDIO VISUAL, LLC

Guidelines for Computer Generated Presentations

All speakers are required to make electronic presentations.

Each speaker should bring their presentation to the Speaker Ready Room on CD-ROM, Compact flash card, Memory Stick, Multi-media card, SD Card, or a laptop 24 hours prior to the scheduled time of their presentation

Checking in at the Speaker Ready Room (Quebec City Convention Centre 201C) is the single most important action you will take to ensure your presentation is a success. All speakers are required to check into the Speaker Ready Room at least a few hours before their presentation. The Speaker Ready Room will open August 19-22, from 8:00am-5:00pm.

When reviewing your presentation, you should make sure all fonts appear as expected and all sound/video clips are working properly. You will be able to edit your presentation at this time. The file will then be transferred to the computer network at the meeting. When the presentation is to be given, the file will be accessed via the conference menu on the computer in the meeting room. Once the presentation is launched, you (the speaker) will control the program from the podium using a computer mouse. At the end of the meeting, all files will be destroyed, and the computer hard drives will be reformatted.

We recommend PowerPoint for all users. A web browser with typical plug-ins will also be available (Internet Explorer). If you plan to use something besides Flash, Shockwave or Windows Media Player, and for a comprehensive overview of our guidelines, please check with our Presentation Guidelines: http://www.davisav.com/cs_page2.htm to be sure your presentation will work properly.

The computers in the presentation rooms will be Windows-based PCs with Microsoft Power Point 2003 installed. All videos should be an .avi or .mpg (not .mov) format, so they will run properly on the computers provided. Presentations should be reviewed to be certain the fonts are displayed correctly.

For additional information on creating Power Point presentations, please see the Power Point Tips Guide at <http://www.microsoft.com/smallbusiness/tips/powerpoint-tips.mspx> .

Naming your PowerPoint file

By the day of the week

S= *Saturday*
U= *Sunday*
M= *Monday*
T= *Tuesday*
W= *Wednesday*

Time (0900a for 9:00am and 0430p for 4:30pm),
First initial of first name and then last name. (Leave a space after the time and a period after your first initial.)

So you are presenting Tuesday at 9:00am and your name is Will Smith. Name your PowerPoint presentation as follows:
T0900a W.Smith.ppt

Or if you are presenting Sunday at 4:30pm and your name is Joe Smith. Name your PowerPoint presentation as follows:
U0430p J.Smith.ppt

If possible rename other files that go with your PowerPoint (like videos) the same way but with the correct file extension. Then re-link the object back into the presentation.

Pack and Go / Package for CD / Packages (Windows and Macintosh Office for OS X only)

We would recommend using the "pack and go" feature of PowerPoint™ if there are video or sound files associated with the presentation. It will create a single compressed file, which will contain all the video and sound files, and can then be unpacked in the speaker ready room.

This can be done in PowerPoint by selecting **File / Pack and Go (Office 2000 and XP)**.

For **Office 2007**, on the **Microsoft Office Button**, point to the arrow next to **Publish**, and then click **Package for CD**.

Select **File / Package for CD** if using **PowerPoint 2003 and Macintosh Office**. You may have to load this feature if the PowerPoint install was not a complete install. Please call us if you need assistance with this process.

Media Supported

We recommend you bring at least 2 copies of your presentation to the meeting in case there is a problem with one of them. CD-R, CD-RW, Compact flash card, Memory Stick, Multi-media card or SD Card will be supported.

Ability to Edit PowerPoint Files in Speaker Ready Room

All PowerPoint presentations can be reviewed and edited in the Speaker Ready Room. It is recommended that all presentations be reviewed and edited for final version no less than two hours **prior to the beginning of the session** in which you are presenting.

Security

- Floppy drives and USB ports on the computers are disabled so no presentations can be copied.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files on the computers are deleted at the end of the conference.

Fonts: We can only supply fonts that are included in the base installation of Windows. Any font other than these will need to be embedded into your PowerPoint presentation. For information on embedding fonts see below. We suggest using the fonts such as Times New Roman, Arial and Tahoma. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style.

You can embed the fonts into your presentation by following these steps:

Office 2000

1. Click **File**, and then **Save As**.
2. On the Tools drop down menu select Embed TrueType Fonts.

Office 2003

1. On the **File** menu, click **Save As**.
2. On the [toolbar](#), click **Tools**, click **Save Options**, select the **Embed TrueType Fonts** check box, and then do one of the following:
 - To embed all the characters in the font set, select **Embed all characters (best for editing by others)**.

Office 2007

1. On the **File** menu, click **Save As**.
2. On the [toolbar](#), click **Tools**, click **Save Options**, select the **Embed TrueType Fonts** check box, and then do one of the following:
 - To embed all the characters in the font set, select **Embed all characters (best for editing by others)**.

Note: If you plan to have others review and edit your file, it's best to embed the full font set, though that creates a larger file.