



Format for presentations.

Your presentation must be in **POWERPOINT (*.ppt or *.pptx)**, Please save your presentation on a USB stick an external drive labelled with presenter name and session number

PDF format is not authorized. Please note that the application used on-site is not compatible with Keynote, Open Office or Prezi. Therefore, we recommend that you avoid using any of these software programs when preparing your presentation.

If you are using Macintosh,

- If you have prepared your lecture in Mac PowerPoint format, please be aware it will be broadcasted from a PC. We highly recommend that you test your presentation in a Windows system beforehand

- In order to avoid any PC and Mac compatibility issues, we strongly recommend that you only use fonts that are common to both system (Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman).

- Please make sure you bring all of your original files with you (pictures, videos). If your presentation uses digital video file

The videos will not be directly projected in the room and must be included in your PowerPoint presentation.

- Videos must be in the following formats: .wmv, .mov, .avi, .mp4, .mpeg, .mpg

- Please make sure the video files are saved in the same folder as your PowerPoint

- Again, we highly recommend you test this in the speaker upload room prior to presenting.

Thank you