



6TH CNS International
Steam Generator Conference

November 8-11, 2009

Hilton Toronto
145 Richmond Street West
Toronto, Ontario, Canada

www.cns-snc.ca

Slide Deck Presentation Guidelines (for 25-minute time limit)

General Instructions

- Technical Session presentations are scheduled in 25-minute blocks. Three things must happen during this block: the speaker introduction (1 minute); the talk (20-21 minutes); and the question and answer period (3-4 minutes).
- The moderator will notify you when your presentation reaches 18 minutes. You will be asked to leave the podium at 25 minutes.
- Please rehearse your presentation using your slide deck to be sure that it does not exceed the allotted time.

Presentation File Format and Naming

- Microsoft PowerPoint or Adobe Acrobat on the PC platform is required. Your presentation must be saved in one of these formats to ensure problem free operation at the conference. Each meeting room laptop will be running Windows XP. Mac users should convert and test their presentations on a PC before arriving at the meeting.
- Please follow the file name convention: FirstName_Surname.ppt (e.g. John_Smith.ppt).

Submitting Slide Decks

- Please bring a copy of your presentation on a USB memory stick or CD to the Speaker check-in desk well in advance of your presentation according to the following schedule.
- Monday morning presentations by 6:00 pm Sunday.
- Monday afternoon presentations by 8:00 am Monday.
- Tuesday morning presentations by 1:30 pm Monday.
- Tuesday afternoon presentations by 8:00 am Monday.
- Wednesday morning presentations by 1:30 pm Tuesday.
- Wednesday afternoon presentations by 8:00 am Wednesday.

Other Important Information

- **Standard Equipment:** The Session Room will be equipped with one screen, a data projector, a podium microphone, a wireless lapel microphone, a laptop computer and a laser pointer.
- **Special Fonts:** Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman.
- **Hyperlinks:** Do not use online hyperlinks in your presentation as there will be no external Internet connectivity.
- **Images, Videos and Animations:** To ensure that presentations remain as close to the original as possible, images should be inserted from within PowerPoint using the "Insert Image" command (i.e., do not drag and drop from other applications). Your movie files will not work if they have not been copied onto the presentation laptop computer. Therefore please ensure you have copies of the videos and animations when you arrive at the conference.

- **Video Codecs:** Make sure that codecs used for compressed animation and video files are generic codecs, not video hardware-specific codecs.
- **Mac-produced Presentations:** Videos embedded in Mac produced presentations will not automatically play on the PC platform. The files will need to be converted from .mov to .avi format or a link will need to be created within the slide show to an external .mov file (in which case the animation will play in a separate QuickTime window, outside the PowerPoint presentation). Presenters are strongly encouraged to test their Mac-produced presentations on a Windows XP PC before arriving at the meeting.