

**Waste Management, Decommissioning and Environmental Restoration for Canada's
Nuclear Activities
September 11-14, 2011**

Slide Deck Preparation and Submission Guidelines

(August 15, 2011)

General Information

- Technical Session presentations are scheduled for 25 minutes allocated as: speaker introduction (1 minute); the talk (20 minutes); the question and answer period (4 minutes).
- There will be an electronic speaker timer at the podium. A yellow light will come on when you have two minutes remaining for your talk, and at that time you should wind-up your presentation. When the red light comes on the Session Chair will proceed to accept questions from the audience.
- For a 20-minute presentation it is recommended, as a guide, that 13-17 slides be used (approximately one slide per 70-90 seconds).
- **Please rehearse your presentation** using your slide deck to be sure that it does not exceed the allotted time.

Audio-Visual Equipment

- Each session room will be equipped with a data projector and a laptop computer running Windows XP, Adobe Acrobat and PowerPoint 2007. If you will be using a later version of PowerPoint, please be sure to back-save to version 2007.
- Your presentation must be submitted in either PowerPoint 2007 or Adobe Acrobat to ensure problem-free operation during the sessions.
- Macintosh computer users should convert their slide decks to run on a PC and be sure to test the presentation on a PC before arriving at the Conference. Otherwise please bring your own laptop computer with the presentation installed and meet with the A/V Technician the evening before your presentation to ensure that the correct cabling, etc. is available.
- If your presentation requires software other than PowerPoint or Adobe Acrobat, please bring your own laptop computer with the presentation installed and meet with the A/V Technician the evening before your presentation to ensure that the correct cabling, etc. is available.
- If your presentation requires equipment other than a data projector, or wiring to a sound system for embedded audio clips, please notify the Conference Administrator of your specific requirements no later than August 25, 2011.
- Please save your presentation using the following file name convention: FirstName_Surname#.ppt (e.g. John_Smith1.ppt).

Submitting Slide Decks

- Speakers are not permitted to load their slide decks onto the computers in the Session Rooms.
- All speakers must submit their presentations to the A/V Coordinator at the Speaker Slide Deck Submission Desk (located in the convention level of the hotel) to ensure they are loaded onto the correct computer for each Session Room.
- You will be able to preview your slide deck on the same computer system as will be used for projection in order to ensure it is functioning to your expectations.

- Please bring a copy of your slide deck on a portable memory drive or CD and provide it to the A/V Coordinator at the Speaker A/V Check-in Desk according to the following schedule.

Presentation Date

Monday, September 12

Tuesday, September 13

Wednesday, September 14

Submit By

8:00 AM Monday, September 12

8:00 AM Tuesday, September 13

8:00 AM Wednesday, September 14

Other Important Information

- **Standard Equipment:** The Session Room will be equipped with one screen and one data projector, a podium microphone, a wireless lapel microphone, a PC laptop computer and a laser pointer. If you require any other equipment, please advise the Conference's Event Administrator no later than August 25, 2011.
- **Number of Slides:** It is recommended that for a 20-minute presentation, no more than 13-17 slides be used e.g., one slide per 70-90 seconds.
- **Slide Deck Fonts:** Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman. A minimum font size of 24 pt is recommended.
- **Hyperlinks:** **Do not use online hyperlinks as part of your presentation as there will be no active Internet connectivity in the Session Room.**
- **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.

If you have any questions about preparation or submission of slide decks, please contact the Conference's Event Administrator, Elizabeth Muckle-Jeffs:

Elizabeth@theprofessionaledge.com