

# CSSS/MSSS/CSAFM Meetings 2013

## Oral presentation guidelines

Please review the information below in preparing for your presentation at the CSSS/MSSS/CSAFM Meetings in July.

Acceptable formats for Presentations: MS Windows: Microsoft PowerPoint (ppt or pptx formats)

All oral session meeting rooms are equipped with the following audiovisual equipment:

- (1) Multimedia projector
- (2) Computers (Windows-based PC)
- (3) Screen
- (4) Remote slide advancer and Laser pointer
- (5) Speaker timer
- (6) Podium microphone

All speakers are required to be at the session venue 30 min before the start of session and upload the power point presentation. We recommend you bring at least two memory sticks with copies of your presentation to the meeting in case there is a problem with one.

Personal laptops cannot be used in meeting rooms while giving your oral presentation. You must load your presentation to the computer in the room. At the end of the meeting, all files will be destroyed.

Use the public address system, and speak into the microphone and toward the audience.

Be considerate of other speakers and the audience by staying within your allotted time. The time allotted for volunteer oral presentations is 12 minutes for presentation and 3 minutes for discussion and changeover to the next speaker. For some invited presentations, the time allotted may be different. Please check with your session convener if your presentation is an invited presentation for a special session.

Session chairs will hold you to the allotted time and will show a flash card 2 min before and 1 minute before your time ends.

When answering questions, please repeat the question before you answer so that the audience can hear the question.