

ORAL PRESENTATION GUIDELINES

Congratulations on having your work accepted to the **18th International Conference on Cold Regions Engineering and the 8th Canadian Permafrost Conference**. We look forward to hearing your presentation. In order to effectively communicate the results of your research, innovation or project at the conference, you are kindly requested to follow these guidelines when preparing your presentation.

ICCRE-CPC 2019 Conference will feature a networked presentation submission system. The tips below will help ensure that little, if any, editing will need to be done on-site, allowing you to quickly review your presentation and then attend other meetings in progress. The tips below are for both Windows and Mac users. As all the provided computers will be Office 2013 operated PC's, Mac users should additionally review Considerations for Mac Users.

RECOMMENDATIONS FOR SPEAKERS

The date and time of your presentation are detailed in your notification e-mail.

A time slot of twenty (20) minutes has been allotted to each speaker. A session chair will be present to introduce you (less than one minute) and keep strict attention to the time schedule. You are allowed fifteen (15) minutes for your presentation, followed by a short period of four (4) minutes for questions. Therefore,

20 minutes = 1 minute for transition and introduction + 15 minutes for speaking + 4 minutes for questions.

As general guidance, it is often assumed that each slide takes a minimum of one minute to present. You should plan your presentation carefully and co-ordinate each section of your paper with your presentation. Please select your vocabulary to address as wide an audience as possible. Do not use abbreviations or expressions unfamiliar to the audience and do not show more information on one slide than can be assimilated in 30 seconds. Employers' logos (companies, universities, government departments, etc.) should appear on the opening slide only.

Oral presentations will be supported by PowerPoint only. No equipment for presenting films or overhead transparencies will be available at the Conference.

GUIDELINES FOR POWERPOINT PRESENTATIONS

TECHNICAL REQUIREMENTS

Slide aspect ratio

The PowerPoint presentations will be projected in the widescreen format with the aspect ratio of 16:9. If your slides have an aspect ratio of 4:3, please convert them in 16:9 if possible. [Click here](#) for help on conversion of default slide format to widescreen format. If you experience any difficulty to convert your presentation, a technician will be available in the *Speaker Ready Room* to resolve any technical issues.

Got Movies?

The preferred format is Windows Media Video (**WMV**). While some conversion may be necessary, we can also accept movies created as **MP4** (ideally MPEG4 but H.264 codecs as well), **AVI** (Divx, Xvid, or WMV codecs), **MPG** (MPEG1 & MPEG2) and **MOV** (H264 & MPEG4).

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. [Click here](#) for a help on adding videos to a PowerPoint presentation.

Special Fonts?

The only supported fonts are those included with Office 2013. If you need a specialized font, it should be embedded into your PowerPoint presentation. [Click here](#) for explanation of this process.

What File Types Can I Upload?

We currently support all versions of PowerPoint through Office 2013. If your PowerPoint presentation is from a version prior to Office 2010, the system will be able to open and read the file.

CONSIDERATIONS FOR MAC USERS

Keynote

Currently we do not support Keynote files. Please convert your keynote presentation to either PowerPoint format or Quicktime movie.

Pictures

If you use a version of PowerPoint prior to 2013, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2013 for Mac or newer, any inserted image will be compatible.

Apple MOV files

PowerPoint 2013 or higher supports playback of MOVs. The best compatibility for MOV playback is to use MPEG4 as your codec, in some cases H.264 will work as well. If you are using an earlier version of PowerPoint (older than 2013) please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician at the conference who can make arrangements to convert videos.

BEFORE YOUR DEPARTURE

Backup

Please bring a copy of your presentation along with you when you depart for the Conference. Copy your PowerPoint and all movies to a folder on a USB flash drive or CD-ROM. PowerPoint 2013 will embed movies by default, however you should still bring the videos for backup. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint presentation. It is a good practice to keep a second copy of your presentation and your movies in your luggage.

AT THE CONFERENCE

All presenters must check into the Registration desk at least 4 hours prior to their session time or the day prior to their scheduled presentation to upload their presentation files.

REGISTRATION: Hall 2000 – Québec City Convention Centre

Opening hours will be as follows:	Sunday, August 18	15:00 PM – 18:00 PM
	Monday, August 19	7:00 AM – 17:00 PM
	Tuesday, August 20	7:00 AM – 17:00 PM
	Wednesday, August 21	7:00 AM – 17:00 PM
	Thursday, August 21	7:00 AM – 15:00 PM

IN THE MEETING ROOM

Please arrive at your session meeting room at least 15 minutes before the start of your session. Take time to familiarize yourself with the setup at the podium. On the screen, a folder will be open, simply select your presentation. At the end of your presentation, you can close your PowerPoint.

CONTACT

Should you have any technical questions not addressed in this document, please feel free to e-mail iccre2019@agoraopus3.com. Please be sure to include ICCRE-CPC 2019 in the subject.