ORAL PRESENTATIONS

When?

Delegates scheduled to give an oral presentation are required to submit their PowerPoint file during the coffee break or lunch prior to the start of the session, or 15 minutes prior to the start of the first session in the morning.

Twenty minutes have been allotted to each presentation unless otherwise indicated, comprising 15 minutes for the presentation and five minutes for questions. Please stay within these limits. We recommend keeping backgrounds plain and simple, using fonts equal to or larger than 16-pt (including for graph axes), and using high contrast colours for text and your data.

How?

It is the responsibility of each presenter to bring their talk on a USB memory key. Use a resolution suitable for viewing on a screen (high resolution files are unnecessary and may cause issues when uploading to the projector computer). To ensure the sessions run smoothly and on time, it will not be possible for personal laptops to be attached to the projecting equipment. The projection computer will have internet. We encourage videos and animations (**avi, wmv, mpeg**). However, as usual, large animations or movies streamed from a remote site may cause delays or other problems during your presentation. It is best for you to download the movie onto the projection computer if possible, or keep your movie file short.

Each presentation room is equipped with a PC running Windows 10, and the presentations will be displayed using Microsoft PowerPoint 2016. PDF Viewer will also be available. Presentations should be built to display at a 4:3 aspect ratio. For delegates who have created their presentations on a different system (e.g. Apple), we request that you make sure that your presentation displays correctly on a Windows 10 machine.   There will not be a "speaker ready room".

Who?

Please title your talk using the last name of the presenting author and time as listed in the program, eg: SMITH-Tues-1020h. Please do not use generic titles such as, "AMS14 talk".

POSTER PRESENTATIONS

When?

There will be two scheduled poster sessions (Monday-Tuesday and Wednesday-Thursday). Posters can be put up any time after 7:30 AM on the days you are scheduled to present. Participants are welcome to view the posters at any point during the day, but poster sessions are formally scheduled between the hours of 5:00 PM until 6:30 PM (Except Thursday 3:30 PM until 5:00 PM) and presenters are requested to be at their posters during this time. Food and refreshments will be served. Your poster must be removed following the end of the scheduled poster session or it will be removed by the volunteers.

How?

Posters will be assigned a poster ID # which is associated with a specific poster board. Poster board dimensions are **120 cm x 120 cm**, and will be affixed to the board with the provided push pins. Each morning there will be volunteers and conference staff to provide assistance.

If necessary, poster printing is available at the following locations, but at a significant cost and there is no guarantee they will be able to print your poster on time. Best to email or call in advance to ask about their turnaround time.

Merriam Print

252 Laurier Ave E.

613-567-5050

www.merriamprint.com

University of Ottawa – docUcentre

University of Ottawa Main Campus

University Centre room 0024

613-562-5800 x3711

https://it.uottawa.ca/print/docucentre-services