



**CANADIAN MICROSCOPY & CYTOMETRY SYMPOSIUM
SYMPOSIUM CANADIEN DE MICROSCOPIE & DE CYTOMÉTRIE**

**Audiovisual Guidelines for Preparing and
Delivering your Presentation**

Please follow the instructions below to ensure the program will run **efficiently and on time**.

STEP 1: Create your presentation in **4x3 ratio** by following the guidelines below.

STEP 2: If you have any questions onsite, please see Lisa Lipowski at the registration desk.

Wednesday, May 10 07:30-17:30

Thursday, May 11 07:30-17:30

STEP 3: Proceed to your meeting room WITH **YOUR OWN LAPTOP** (and dongles) 15-30 minutes prior to your presentation. Volunteers will be on hand to help you connect your computer to the projector so that you can briefly scroll through your presentation and ensure everything is okay. Take special care to test any videos you may have in your presentation. After testing disconnect your laptop and bring it back to the podium when it is your turn to present.

PLEASE MAKE SURE THAT YOUR SLIDES ARE FINAL. THERE WILL NOT BE TIME AT THE PODIUM TO MAKE CHANGES. IDEALLY YOUR POWERPOINT FILE WILL BE OPEN WHEN YOU TEST YOUR PRESENTATION AT THE PODIUM.

CREATING YOUR POWERPOINT PRESENTATION

- All presentations should be prepared in **4:3 ratio**.
- Each presenter must present from **her/his own laptop**. If this is a problem please let your session chair know by May 1st so arrangements can be made.

PRESENTATION TIMES

Please be sure to take note of your talk time by reviewing the detailed program that is available on the website: <http://www.cmcs-scmc.ca/html/program.html>.

This meeting is typically highly interactive so be sure to leave 5min for Questions & Answers within the assigned time for your presentation.