



Talks

If your presentation has been scheduled in a speaking slot, please read the instructions below before preparing your talk. If you plan to use PowerPoint and would like assistance, [click here](#) for a tutorial.

All timeslots for talks are 15 minutes, regardless of whether they are in symposia or open sessions. This equates to 12 minutes speaking time and 3 minutes for questions. Session Chairs will be charged with ensuring that **ALL** speakers stick strictly to these times. They will warn you before your time is up, and tell you to sit down when it has run out.

An Electronic Data Projector and an Overhead Transparency Projector will be available in each room. Slide projectors will **not** be available. If you want to use the Electronic Data Projector, you should bring your PowerPoint talk as a file, saved on a **CD only** (we will not be able to read zip cartridges or other storage devices), to the load-up room the day **before** your talk.

People scheduled for talks on **Monday** should take their CD to the load-up room near the welcoming mixer in **Duval/Drummond-Smith College on Sunday**. People talking on **Tuesday and Wednesday** should take their CD to the load-up room in the **Education building (level 2)**, the **day before**.

When you take your CD to the load-up room, it will be transferred to a designated CD that will contain all the talks for the scheduled session, as well as possibly direct to the computer in your auditorium. There will be people there to do this for you.

Please note that you will NOT be able to connect your own laptop to the Electronic Data Projector because this causes too many delays. So if you plan to use electronic data projection, make sure you bring your talk with you on a CD. Presentations should be formatted for PowerPoint 1998 or 2000 (PC) or PowerPoint 2001 (Mac).

If you want to use overheads you should tell the AV assistant in your scheduled session before the session starts.

All speakers should go to the auditorium where they will be speaking **30 minutes** before the start of the session, to meet the chair, get acquainted with the AV assistants and the equipment, and run through the timing procedure and sequence of speakers and their equipment needs with the chair and AV assistants.