



## HOW TO TRANSMIT YOUR POWERPOINT PRESENTATION (PPT) TO CUOS

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- Bring your PPT on a USB stick to the meeting.
- At least 3 hours before your presentation, please go to the **Speaker Ready Room** (room Pier 7) to upload your PPT. If you have an early morning presentation, please come to the Speaker Ready Room the day before your presentation.

## PREPARING YOUR PPT

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### Technical Guidelines

- **Slide Size:** **Widescreen 16:9.**
  - To adjust the size of your PPT please go to Design> Slide Size and select "Wide Screen (16:9)".
- **File type:** only .ppt or .pptx are accepted. Keynote for Mac won't work but you could save your Keynote as a PDF file.
- **Equipment used at CUOS:**
  - PowerPoint
  - Windows PCs

If you're a **mac user** you must check the format of your PPT/PDF in the SRR before your presentation.

- **Videos:** Copy your PPT and all separate video files that you included into a folder on a USB stick. This way we can re-embed the videos onsite if necessary.

### Content

- **Talk Length:** To view your individual talk length, please log into the meeting management system (<https://cuos.ca>) and go to "My Lectures".
- **Obligatory Disclosure Slide:** As a requirement for the CME accreditation of the program all presenters must include a *Potential Conflict of Interest* slide in their PPT.
  - Please download this template to disclose your potential conflicts of interest: [http://www.cuameeting.org/themes/web/assets/files/pptx/cua\\_disclosure\\_template.pptx](http://www.cuameeting.org/themes/web/assets/files/pptx/cua_disclosure_template.pptx)
  - If you do not have any potential conflicts to disclose, please include a slide with the statement: "I have no conflict of interest to disclose."
- **Audience Polling:** If you need to ask multiple choice questions to the audience to get their feedback during your talk, you have to inform Leona Hanemann ([leona@iseventsolutions.com](mailto:leona@iseventsolutions.com)) the latest by **January 4**. We will use Poll Everywhere as polling solution where the audience uses their own devices to vote. Please integrate the questions into your PPT slide deck: One question with possible answers per slide.

## AT THE CONFERENCE

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- 1) **Registration:** When you arrive, please go to the main registration desk to pick up your registration package.
- 2) **Speaker Ready Room – Room Pier 7:** Presenters should upload and review their presentation in the Speaker Ready Room no later than 3 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician who can assist with any compatibility or formatting issues.

### **Hours of Operation:**

Thursday, January 10	0700-1730
Friday, January 11	0700-1800
Saturday, January 12	0700-1130

- 3) **Plenary Room – Room Pier 4&5:** Please arrive there during the break before your session, at least 15 min before the block of sessions starts. Take time to familiarize yourself with the setup at the lectern, to meet your chair person and ask questions to the technician / test videos if you have any.

**Should you have any questions not addressed in this document, please email [leona@iseventsolutions.com](mailto:leona@iseventsolutions.com).**