



2011 CANADIAN CARDIOVASCULAR CONGRESS (CCC)

Vancouver, BC • October 22-26

CCC features a networked presentation management system. This system allows you to submit and manage your presentation files through the virtual speaker-ready room and on-site in the speaker-ready room.

The information below will help ensure that little, if any, editing will need to be done on-site: thereby allowing you to quickly review your presentation and then attend other sessions in progress. The information pertains to both PC (Windows) and Mac users. Only **Windows based PC computers** are provided in the session rooms and personal laptops are not permitted (without exception). Mac presentations must be converted to PC format. Users should additionally review **Considerations for Mac Users** at the end of this document.

Key points

- It is highly recommended that you upload your files in advance to the virtual speaker-ready room (opening October 10).
- All presenters must submit their presentation(s) in the speaker-ready room no later than 24 hours prior to their scheduled session.
- All files must be reviewed, edited and saved in the final version six hours prior to their presentation. No changes or additions are permitted after that time.
- All presentations will be played on PowerPoint 2007 or Acrobat Reader X for PC.
- Only video codec's and fonts as detailed below will be supported.
- PowerPoint for MAC files should be tested on a PC before attending the event.
- **Keynote for MAC will not be accepted**, it must be exported to PowerPoint.
- There is no internet connectivity in the speaker-ready room or in the session rooms.

Building your presentation

The **only acceptable formats** for presentations are as follows:

- PowerPoint (.ppt), (.pptx),
- Adobe Acrobat (.pdf)
- Flash (.swf) (not recommended)

Session rooms are equipped with a PC desktop computer with the following configuration:

PC Hardware

Intel Core 2 Duo E6850 3GHz processor, 2GB RAM, 80 GB hard disk, GEFORCE 9500 GT Graphics Card

PC Software

Windows XP Pro w/SP3, Office 2007 w/SP2 (Power Point, Word, Excel), Acrobat Reader X, Windows Media Player 11, FlashPlayer 10, Shockwave player 11.5, Quicktime 7.69, FFDshow rev 3326 (for most decoding), XVID 1.2.2

Videos: The recommended video format for Windows-based presentations is **Windows Media (.wmv)**. Only videos created as **MPGs, WMVs**, or with the following **AVI** codecs: **H.264, MPEG-4** (Divx, Xvid, or WMVs), **Indeo, Cinepack**, and **Techsmith** can be accepted. Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec.

Note: PowerPoint does not embed video files. Only a link is made. You must copy the video clips you want to insert into the same folder as the PowerPoint file.

Apple Quicktime formats such as **MOV, QT, MP4**, or **DV** files are **NOT** supported in Windows PowerPoint 2007. Options to convert these movies to a Windows compatible AVI are discussed below in **Considerations for Mac Users**.

Fonts: Only fonts that are included with Office 2003/2007 are supported. Sans serif fonts (i.e. Arial and Helvetica) are recommended for on-screen shows. If you need a specialized font, it should be embedded into your PowerPoint presentation. [Click here](#) for instructions on this process.

Images: For on-screen presentations, JPEG images work best. The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than that will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by changing the size of the image to 800 x 600 pixels.

DVDs: If you plan to play a DVD as part of your presentation, please notify a technician in the speaker-ready room, at least 24 hours before your presentation so arrangements can be made for assistance in your meeting room.

For more information review the [PowerPoint 2007 Help and How-to](#).

Before you arrive

Advance submission: Presenters will be able to submit their files via the web through the virtual speaker-ready room (VSRR) as of October 10. Online submission of your presentation files via the VSRR is not required, but is strongly encouraged. Presenters who send in their presentation files in advance will have a faster check in at the speaker-ready room. Please make sure to upload all media files required for your presentation. Any videos, sounds or fonts not included in your online upload folder will cause your presentation to fail in the meeting room.

Multiple presenters: All PowerPoints must be submitted for each presentation. All presenters must submit individually. The system manages presenters individually and a co-presenter will not be able to logon to edit the combined presentation.

Bring a backup: Be sure to bring a copy of your presentation with you to the meeting. Copy your PowerPoint and all movies to a folder on a USB or CD-ROM. It is good practice to keep a second copy in your luggage.

After you arrive

Speaker-ready room (SRR)

Checking in at the speaker-ready room (SRR) is the most important step you will take to ensure a successful presentation. ALL presenters are required to check in no later than 24 hours prior to their scheduled session. The SRR will open on Friday, Oct. 21 from 13:00 to 18:00, and will be open daily during the meeting from 07:00 to 18:00. (Note: on Wednesday, Oct. 26, the hours will be from 07:00 to 11:30). When reviewing your presentation, ensure all fonts, images and animations appear as expected and that all audio or video clips are working properly. The computers in the SRR are the same as the computers in the session rooms, therefore: **IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER-READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.** Professional audio visual technicians will be available for assistance. Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session. Be sure to click the green “save/logout” button on the top of the screen.

It is **REQUIRED** that all presentations be reviewed, edited and saved as the final version at least six hours prior to the start of the session the presenter is scheduled to speak in.

In the session room

- Each session room will be equipped with a PC desktop computer, cue device equipped with laser pointer, podium with microphone, LCD data projector, screen and a head table with two microphones.
- 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 lectern. Located in front of you is a monitor where you can follow your presentation. Simply click your session time, then click your name on the display, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters in that session.
- Speak directly into the microphone in a normal voice, and do not handle the microphone while speaking.
- If you have any difficulties or need assistance, click the on-screen HELP button and a technician will be immediately sent to your room.

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By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please [e-mail the CCC Technician Service Team](#), AVW-TELAV.

Considerations for Mac Users

Pictures: If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are **NOT** TIFF format. These images will **NOT** show up in Windows PowerPoint. With PowerPoint 2008 for Mac, this is no longer an issue, and any inserted image will be compatible.

Movies: Quicktime Pro 7 can natively export MOV, DV, QT, or MP4 files as Cinepack codec AVI files. While the resulting file is Windows compatible, there are add-on products to Quicktime that will give better results.

Divx offers a plug-in for Quicktime 7 Pro that will convert all Quicktime movie formats to Windows compatible divx AVI files. It is available [here](#).

Another option is [Flip4Mac Studio](#). This \$49 plug-in for Quicktime 7 Pro converts Quicktime movie formats to Windows compatible WMV files.

If you cannot convert the files or have a considerable number of files, please check with a technician in the speaker-ready room who can make arrangements to convert the videos, or at the Society's discretion, confirm you will be allowed to present off your own laptop. MAC users must supply their own interface cable in this instance.

Keynote users: Keynote will not be accepted since it cannot be played back on PC. Please export your presentation as a PowerPoint and be sure to review your presentation in the speaker-ready room a minimum of 24 hours in advance of your presentation. If you are having any issues please contact Mac support at gordon.johnson@freemanco.com for additional help.

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