

PRESENTER INFO

Please read the following carefully to ensure the best possible presentation experience for you and the audience. If you have further questions, please [email us](#) or call us at (519) 767-0197.

The Set Up

Each presentation is allotted **20 minutes** and a **20 minute** group question period has been included at the end of each session.

The presentation computer runs Window 11 with Microsoft PowerPoint for Microsoft 365 MSO. Presentations will be projected from this computer on to a large screen to the right of the podium. When you present, you will see the Microsoft PowerPoint presenter view, which includes your slide notes and a preview of the next slide.

To Prepare

We ask that you email your PowerPoint presentation to info@icwmm.org by **Monday, February 23**.

Poster Format

- All posters should be designed for printing on a 36" X 60" (3 feet by 5 feet)
- In landscape orientation
- Designed and printed in full colour
- CHI will print posters that are submitted in PDF format to info@icwmm.org by February 18.

What to Bring

PRESENTATION:

Bring an electronic copy of your Microsoft PowerPoint presentation file(s) on a USB flash drive if you did not submit it previous to arriving.

Presenter Registration

Presenters must complete their registration for ICWMM by February 13. Abstracts for which the presenter has not registered by this date will be removed from the conference program. Presenters are eligible for a 10% discount on their registration fee.

Presentation Guidelines

FORMAT:

All presentations should be **Microsoft PowerPoint** files with slides in **widescreen (16:9) format**. Note that presentations will be projected in **full HD (1920 x 1200)**.

FIRST SLIDE:

Use the first slide of the presentation to introduce yourself. Include your:

- Name, photograph, present affiliation, city, state/province and country
- Undergraduate graduation year and university
- Postgraduate studies (if any), including graduation year(s) and institution(s)
- Brief account of professional life

VIDEO:

Embed all video in your PowerPoint presentation. Send us a draft of your presentation the week before the conference so we can ensure videos run properly.

FONTS:

Do not use fonts not included in Windows 10 or Microsoft Office 365, as they may not be available on the presentation computer. Fonts not installed on our presentation computer will be substituted and can cause slide formatting issues.

FILE NAME:

The week before the conference, check the [Conference Program](#) page of the website and note your presentation session number and spot.

Your PowerPoint file name should reflect this session number and your name (e.g. "1.1_Jane Doe"). If you have more than one file, please place your files in a folder labeled the same.