



INSTRUCTIONS FOR PRESENTERS

HOW DO I PREPARE MY PRINTED POSTER?

Printed Posters can be submitted as a PDF or as a PDF slide deck; voice-over narration is permitted.

Poster slide decks should have no more than 6 slides (e.g., title/author/contact information, abstract, rationale, method, results, conclusion/discussion).

Sessions will be arranged to have group chats with the poster presenters.

HOW DO I PREPARE A SPOKEN PRESENTATION (EXCLUDING GIMME 5S)?

With the exception of Snapshots, all spoken individual and group presentations (e.g., 12-minute talk, conversation sessions, review sessions, panel discussions, symposium, award/chair addresses) must be pre-recorded as a voice-over audio (and/or audio and video) recording of Powerpoint slides or as a Zoom recording for multiple presenters and/or moderators with a screen share of Powerpoint slides and/or videos (and any other multimedia). You are able to submit an audio only (without video) powerpoint presentation or Zoom recording if that is your preference.

If your presentation has multiple people, it is preferred that ALL presentations, including the moderator, are included in one file. This can easily be accomplished with a pre-recorded Zoom session. If this cannot be accomplished, please contact us at convention@cpa.ca to discuss alternatives.

Your pre-recording must not exceed the allotted time of your accepted abstract.

Convention staff will follow up with presenters to discuss their availability to participate in a live chat on a date to be determined and/or to monitor posted questions by viewers.

For accepted symposia, at least two of the presenters of the accepted symposium must agree to participate in the virtual event.

See below for detailed instructions on how to prepare a voice-over Powerpoint or Zoom recording.

All files must be exported to .MP4 format.

INSTRUCTIONS ON HOW TO PREPARE A VOICE-OVER POWERPOINT

Voice-over Powerpoint – please be sure to save the complete file as a video / MP4 file.

Here are some detailed instructions on how to create voice-overs and associated video using Powerpoint: https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us#OfficeVersion=Office_365

Here are some detailed instructions on how to export your presentation and save it as an MP4 file. <https://support.office.com/en-us/article/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>

INSTRUCTIONS ON HOW TO PREPARE A PRE-RECORDED ZOOM SESSION

Zoom – you can use Zoom to prepare recordings that will allow you to share your Powerpoint on the screen, narrate the slides, and show your face using your webcam. You can choose 'Cloud Storage' as

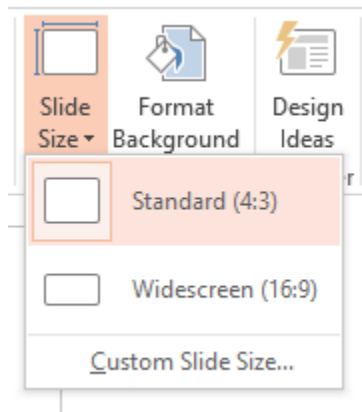
the way to save your recording or if you do not have a paid Zoom account, you can record directly to your computer.

Here are some detailed instructions on how to create your presentation using Zoom with Cloud Storage: <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>

PLEASE NOTE – if you do not have access to a Zoom account – you can create one for free here <https://zoom.us/> which allows meetings up 100 people for 40 minutes. If you submit a session longer than 40 minutes and do not have access to a paid Zoom account, please contact chantel@saysomething.ca who will schedule a time for you to pre-record your session using a paid account. If you require technical assistance in order to pre-record your session, please contact Chantel Beaupre chantel@saysomething.ca who will schedule a 15 minute meeting to assist you.

INSTRUCTIONS ON HOW TO PREPARE A POWER POINT PRESENTATION

- Use of a specific powerpoint background/template is not required.
- **All PowerPoint presentations must use a 16:9 aspect ratio.**
 - To ensure your ratio setting is correct, go to the “Design” tab in PowerPoint, click “Slide Size” and choose “Widescreen (16:9).”



- Presentation slides submitted in any other format will not be accepted.
- Do not change the layout of the slides.
- The template font sizes have been set to ensure optimal readability by the audience. If you must change font sizes in the template, please use a minimum 16-point.
- Keep all graphics simple.
- The first slide is to be used for your submission ID#, presentation title, your name, title and affiliation.

DO YOU HAVE TIPS FOR PREPARING MY PRESENTATION?

- For Gimme 5s and spoken presentations, prepare it in the same manner as you will deliver it, bearing in mind the time-limit for your accepted presentation type.



- Time your presentation and know how much time you will spend on key slides.
- The location in which record your presentation should be free from distractions and any other sources of interference. Keep doors closed or locked and consider putting up a sign telling others that you are presenting/recording and should not be disturbed.
- For the best results, use a high-quality external webcam rather than your device’s built-in webcam.
- Make sure to position your webcam at eye level for a good quality camera angle. If you are using a laptop’s built-in camera, consider using a laptop stand or other objects to elevate the webcam to a useable and professional looking height. A low angled camera position will not provide the best version of you to your audience.
- Present from a brightly lit room as adequate lighting is needed for your camera. Avoid putting outdoor-facing windows and other bright light sources directly behind you.
- Plain backgrounds to sit/stand in front of, such as a wall painted a solid color or non-patterned drapery, are recommended to avoid distracting viewers and causing visual artifacts with your camera. Consider using one of the two official CPA’s Virtual Series backgrounds for your presentation (posted on the convention website when available).
- For the best sound quality, use an external microphone and headphones when possible. Consider using a Bluetooth headset or check your webcam as it may come with a quality microphone and noise/echo cancelling built in.
- We highly recommend setting up a time for a test call with one of our CPA Convention Staff. They will help walk you through the finer details of your presentation and assist you in getting the best quality out of your presentation/recording setup.

IS THERE A SPECIFIC WAY TO NAME MY PRESENTATION FILE?

Yes, the filename should be comprised of the following elements in the following format, with hyphens between the elements:

SubmissionID–SubmissionCODE-LastName-TitlePart.fileextension

There should be no spaces, accented characters, or special characters in the file name.

SubmissionID: The unique Submission # assigned to the presentation when the abstract was submitted

SubmissionCODE: The Type of Submission, using the codes in all caps in the table below

LastName: The Last Name of the First Presenter (or Moderator if a Symposium)

TitlePart: The first three words of the title of the presentation, with no spaces between the words.

Submission Code:	Submission Type
12MIN	12-Minute Talk
AWARD	Award presentation
CONVERS	Conversation Session



PANEL	Panel Discussion
SNAP	Snapshot
KEYNOTE	Keynote address
KTACTION	Knowledge Translation in Action
POSTER	Printed Poster
REVIEW	Review Session
SECTIONCHR	Section Chair Address
SECTIONSPK	Section Featured Speaker
SECTIONSYM	Section Invited Symposium
SYMPAPER	Paper within a Symposium
SYMPOSIUM	Symposium
WORKSHOP	Workshop

For example, a 12-Minute Talk video file submission might look like:

54321-12MIN-Smith-PsychologicalBestPractices.mp4

In the case of a paper within a symposium, if provided outside of an overall symposium video, the format should be:

SymposiumSubmissionID-SubmissionID-SubmissionTYPE-LastName-TitlePart

In this case, the Symposium presentation would look like:

55555-SYMPOSIUM-Jones-WhatCanWe.mp4

The individually submitted papers for the symposium would look like:

55555-54111-SYMPAPER-North-WecouldMaybe.mp4

55555-54112-SYMPAPER-White-OrHowAbout.mp4

55555-54113-SYMPAPER-Brown-MaybeWeShould.mp4

I CAN NO LONGER PARTICIPATE IN THE VIRTUAL SERIES. WHAT DO I DO?

If you are no longer able to participate in the virtual event or unable to participate in a scheduled Live Chat, Discussion or Q&A Session, please notify convention@cpa.ca.