

## SVC PowerPoint Presentation Guidelines

Upload your PowerPoint and related video files associated with your oral presentation to SVC via the SVC Web Site. The correct naming of the files is CRITICAL to the success of your upload. Otherwise you will be unable to upload the files.

**SUBMISSION DEADLINE – APRIL 14, 2010.**

### Preparation of the PowerPoint File

- **Number of Slides:** SVC recommends no more than 10–15 PowerPoint slides for a 15–20 minute presentation.
- **Video:** Use only **Microsoft Windows “Codec”** or video encoders for embedded video files if you are including a video in your PowerPoint presentation.
- **Minimize File Size: Do not link Excel files as objects.** Instead, cut and paste them as pictures. This procedure will minimize the file size and prevent accidental changes. The procedure will also prevent linked video files from being separated from the PowerPoint file.

### Use the following guidelines when naming your files:

**ONLY use a dash (and no spaces) when you name your files**

**No spaces or commas are allowed.**

Paper#- Author Last Name-“PowerPoint”

For Example: A5-Smith-PowerPoint

- **All files must be “zipped” together before submission through the SVC Web Site** so that video files are included safely with the PowerPoint file
- Any file submitted as anything other than a ZIP file will not upload successfully.
- Free ZIP software is available for download on the SVC Web Site.
- **If an author is presenting more than one talk, each presentation must be named and uploaded separately.**

### Important SVC Procedures Regarding PowerPoint Files

- **PowerPoint Presentations must be received no later than APRIL 14, 2010.**
- **DO NOT** include your PowerPoint presentation in the same zip file as your Manuscript Package submission.
- PLEASE do not send the PowerPoint presentation by E-mail to SVC
- **Ensure your presentation is complete upon submission. Revisions are discouraged after the submission deadline** because SVC requires sufficient time to check and pre-load all PowerPoint presentations onto our computers in each session room prior to the start of the TechCon.
- Bring a backup of your presentation to the Conference on a CD-ROM or memory stick.
- Please provide your local contact information to the Presenter/Manuscript Center when you arrive at the TechCon in case there is a problem with your PowerPoint.
- NOTE: SVC will destroy your PowerPoint files after your presentation.

If you have any questions regarding the PowerPoint presentations, please contact SVC at: [publications@svc.org](mailto:publications@svc.org).

When sending an E-mail to SVC regarding your PowerPoint Presentation, make sure to include the following information:

- Author's name
- Paper number assigned by SVC
- Title of the paper
- Presentation day and time (This information was provided in your E-mailed acceptance letter.)
- PLEASE do not send the PowerPoint presentation by E-mail unless instructed to do so by SVC staff.