



Presentation & PowerPoint Instructions

1. Timing:

- You will have 20 minutes to present and 5 minutes for question and answers. You must stay to stay within the allotted time as we have a tight schedule with multiple sessions running concurrently.

2. Equipment:

- IWCS will provide a laptop, slide advancer/laser pointer, projector, podium and microphone, with an Audio Visual Technician to run all the equipment. YOU MUST USE THE LAPTOP PROVIDED BY IWCS, but it is a good idea to have a back-up copy of your presentation on a different media source so that the presentation can be retrieved if the turned in media source does not work for any reason. Only Powerpoint for Windows can be used.

3. Format:

- **PowerPoints should be in Widescreen Format.** Please use a true type Arial or Times New Roman font. **If using a font other than standard Arial or Times New Roman, save the font to your disk, otherwise your presentation will not present properly.** *The slide information should be in large print and readable by all in a room consisting of one hundred people.* Choose contrasting colors so that the lettering and graphics are easily visible on the PowerPoint® slide background, e.g., dark lettering on a light background.

4. Submitting Presentations:

- **Your PowerPoint® file should be uploaded to the Catalyst Portal where you submitted your abstract.** If you are unable to do so please send to your chairperson and copy Michelle Melsop mmelsop@iwcs.org or brought to the IWCS Show Management Office no later than the day before your presentation. Ask for the AV Technician or Michelle Melsop. Any and all revisions must be approved by your chairperson in order to be uploaded.