

Recommendations for your presentation file

1. Preparation :

- ✓ We recommend using **Microsoft PowerPoint** (.pptx format advised).

✓ The Microsoft Powerpoint format is mandatory for a recorded conference (webconference)
--

- ✓ **Keynote format is not supported**

- ✓ We recommend using the **widescreen** slide size " **16:9**"

- ✓ Do not display anything on the right bottom corner. This area will be used by our system to display a speaking time countdown.

- ✓ If your PowerPoint presentation contains **videos**, we recommend using the ".wmv" or ".mp4" formats.

- ✓ If your PowerPoint presentation contains **sounds**, we recommend using the ".wav" or ".mp3" formats.

Tips :

- *Consider setting the sound of your videos in "mute" mode if you do not want to play sound during your presentation.*
- *When using a particular font, check the option to embed fonts in the file (File / Options / Recording).*

2. Storage :

- ✓ Your presentation must be finalized and copied on a **USB drive**, an **external hard drive**.
- ✓ A **backup** of the presentation on **second drive** is recommended.
- ✓ If your presentation contains **videos**, remember to **copy** them in the **same folder** as the **presentation**.

3. Deposit during the conference :

- ✓ We recommend bringing your presentation in the preview room, at least 3 hours before your speech.
- ✓ You will be welcomed by specialists who will copy and check your presentation with you.