

**REHAB
WEEK
2019**

24-28 JUNE 2019
TORONTO, CANADA



Rehab Week 2019 Presenter Guidelines Preview

Supported Formats

PPT, PPTX; The Presentation Management system at Rehab Week 2019 is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under “File, Help” when you have your PowerPoint open.

PDF; Supported, but not ideal. If possible, please export/convert to PowerPoint. The following link provides a free online tool from a 3rd party that can assist with PDF to PPTX conversion, <https://smallpdf.com/pdf-to-ppt>.

KEY; Keynote files are not supported. Please export your presentation as a PowerPoint or PDF file for upload. Click [here](#) for instructions of this process. Be sure to review the result in the Speaker Ready Room. If our technicians are unable to resolve any issues, at *the association's* discretion, you may be allowed to present from your own Mac. If so, be sure to bring your HDMI and power adapter with you to the event.

Prezi is not supported, the session room computers are not online, nor will they have Prezi Desktop installed. Prezi presenters must save their presentation to PDF, and then ideally to PowerPoint PPTX. Prezi to PDF requires that you have a Prezi Pro account and instructions to do so are detailed on the Prezi site at this link, <https://support.prezi.com/hc/en-us/articles/360003499053-Exporting-a-presentation-to-PDF>. Please see the PDF file support section above in regards to converting PDF to PPTX which is ideal for the Presentation Management service.

Video and Audio File Support

Please see [this article](#) for file formats supported within PowerPoint. If you're using PowerPoint 2007 or later, please be sure to embed your media files within the PPTX file. We also strongly recommend compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found [here](#). If you will be converting or authoring videos, we recommend Windows Media Video (WMV) or MPEG4 (MP4) for the best PowerPoint compatibility, while H.264 (MP4) can also work well. We suggest encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may actually hurt performance. **If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.**

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Considerations for custom fonts

We only supply fonts that are included with Office 2016. For a list, see [this article](#). If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. [Click here](#) for an explanation of this process.

Links to the internet

Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

Aspect ratio

While both 16:9 and 4:3 presentations are fully supported, the session rooms are optimized for 16:9 presentations.

Presentation audio

The session room computers will be connected to an audio system. Please try to ensure that all our audio files play at a similar volume level.

Before You Depart, Backup

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB drive. While PowerPoint 2013 and later will embed movies by default, you should still bring the videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation and movies in your luggage.

Arriving At Your Meeting

Speaker Ready Room, Located at the Metro Toronto Convention Centre, Room 205B

Speakers are requested to check-in at the Speaker Ready Room at least **1 day** prior to their scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is imperative that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup. **All presentation files must be submitted in their final form at least 4 hours before session start time.**

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Speaker Ready Room Hours:

June 24, 2019 07:00-17:30

June 25, 2019 07:00-17:30

June 26, 2019 07:00-17:30

June 27, 2019 07:00-17:30

Giving Your Presentation

Please arrive at your designated meeting room **15 minutes** before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just click the **"ASSISTANCE NEEDED"** button and a technician will be immediately sent to your room.

Please do not bring your own laptop or attempt to upload your presentations within your presentation room.

Thank You!

By following the guidelines above, we are confident that Freeman Presentation Management will ease your presentation process.