

Please read the following carefully to ensure the best possible presentation experience for you and the audience. If you have further questions, please [email us](#) or call us at (519) 767-0197.

## The Set Up

Each presentation is allotted **15 minutes** and a **10 minute** group question period has been included at the end of each session.

The presentation computer runs Window 10 with Microsoft Office 365, including Microsoft PowerPoint 2016. Presentations will be projected from this computer on to a large screen to the right of the podium.

When you present, you will see the Microsoft PowerPoint presenter view, which includes your slide notes and a preview of the next slide.

## What to Bring

### PRESENTATION:

Bring an electronic copy of your Microsoft PowerPoint presentation file(s) on a USB flash drive.

### PAPER:

Bring an electronic copy of your paper on a USB flash drive, along with the signed *Transfer of Copyright* form. Please note that this transfer is not in any way restrictive; it merely protects CHI from violating other publishers' prior claim.

## When You Arrive

When you arrive at the conference, introduce yourself to CHI staffer who will be available in the meeting area. Give them your USB flash drive with the finalized presentation file(s). They will ensure your files are installed and ready for you on the presentation computer.

## Submitting a Paper?

For detailed information on abstracts and papers, including due dates, formatting instructions and forms, please refer to the [Call for Papers PDF](#).

## Presentation Guidelines

### FORMAT:

All presentations should be **Microsoft PowerPoint** files with slides in **widescreen (16:9) format**. Note that presentations will be projected in **full HD (1920 x 1200)**.

### FIRST SLIDE:

Use the first slide of the presentation to introduce yourself. Include your:

- Name, photograph, present affiliation, city, state/province and country
- Undergraduate graduation year and university
- Postgraduate studies (if any), including graduation year(s) and institution(s)
- Brief account of professional life

### VIDEO:

**Embed all video** in your PowerPoint presentation. Send us a draft of your presentation the week before the conference - this will enable us to install the correct codecs on our computers so that your videos run properly.

### FONTS:

**Do not use fonts not included in Windows 10 or Microsoft Office 365**, as they may not be available on the presentation computer. If you use fonts not installed on our presentation computer, font substitutions will cause slide formatting issues. Let us know if you have a special font requirement and we will try to accommodate it.

### FILE NAME:

The week before the conference, check the [Conference Program](#) page of the website and note your presentation ID number.

Your PowerPoint file name should include this ID number and your name (e.g. "1.1\_Jane Doe"). If you have more than one file, please place your files in a folder labeled with your ID number and name.