



11<sup>th</sup> Canadian Conference on  
**OVARIAN CANCER  
RESEARCH**

24-26 May/Mai 2024

11<sup>e</sup> Conférence Canadienne sur la  
**RECHERCHE EN  
CANCER OVARIEN**

Halifax, NS/N.-É.

## AUDIOVISUAL GUIDELINES FOR PRESENTERS

### STEP 1: PREPARE YOUR PPT SLIDES.

- Exact presentation time was included with your abstract notification email or invited speaker letter.
- Slide size: 16:9 (widescreen)
- Maximum 5 slides for rapid-fire presentations.
- Please **save your file as follows**: Date\_Session Start Time\_last name.pptx.  
Example: May24\_08:30\_Smith.pptx

### STEP 2: UPLOAD YOUR PPT – BY MAY 23 at midnight

- We recommend that you upload your final presentation slides so that we will have them loaded for you in the presentation room. If you are making changes after uploading your slides, please bring them onsite saved to a USB key.
- Please upload your slide with file name *Date\_Session Start Time\_last name.pptx*. here – it may take up to 30 seconds to load this page:
- <http://ISES1.quickconnect.to/sharing/Jvl3842Dx>

### STEP 3: CHECK-IN WITH THE TECHNICIAN

- Uploaded slides will be pre-loaded on the Plenary laptop.
- Please check-in with our technician in the plenary room (Imperial) to make sure that your slides display correctly and to familiarize yourself with the set-up.
- Presenters who didn't upload their slides ahead of time shall bring their presentation on a USB key for uploading by the technician.
- Use of individual laptop computers is NOT permitted.

Session	Check-in time with technician
<b>Friday, May 24</b>	
Symposium 1	12:00-13:00
Rapid Fire Talks	<i>See below for details.</i>
OvCan Update/Elisabeth Baugh Lecture	15:15-15:45
<b>Saturday, May 25</b>	
Symposium 2	07:30-08:30
Rapid Fire Talks	<i>See below for details.</i>
Anita Unruh Lecture	10:00-10:30
Symposium 3	12:30-14:45
<b>Sunday, May 26</b>	
Symposium 4	07:30-08:30
Symposium 5	10:30-10:45



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### **RAPID FIRE PRESENTERS:**

Presentations of maximum 5 slides must be loaded at the Speaker Desk as follows:

Friday, May 24 presenters: **by 3pm**  
Saturday, May 25 presenters: **by 9:45am**

### **Registration & Speaker Desk Hours:**

May 24 12:00-18:30  
May 25 07:00-17:00  
May 29 07:00-13:00

For any further questions, please contact Ashley Chetram at [ashley@iseventsolutions.com](mailto:ashley@iseventsolutions.com).