



# ICR 2019

THE 25<sup>th</sup> IIR INTERNATIONAL  
CONGRESS OF REFRIGERATION  
August 24-30 | Montréal, Québec, Canada



## GUIDELINES FOR WORKSHOP PRESENTERS

### HOW TO UPLOAD YOUR POWERPOINT FOR PRESENTATION AT THE CONGRESS

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- Bring your PowerPoint on a **USB key** to the congress.
- At least 3 hours before your presentation, please go to the **Speaker Ready Room** (room 523) to upload your PowerPoint.
- Presentations can't be uploaded in the session rooms directly. The main server in the Speaker Ready Room is networked with the technical session / workshop rooms.
- Using individual laptop computers is not allowed.

### PREPARING YOUR POWERPOINT

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#### Technical Guidelines

- **Slide Size:** Widescreen 16:9.
  - To adjust the size of your PowerPoint please go to Design> Slide Size and select "Wide Screen (16:9)".
- **File type:** Powerpoint(.pptx)  
will work on the presenting PCs. If you prepare your presentation on any other software you need to export it to a PowerPoint (.pptx) file.
- **Software used at the congress:**
  - PowerPoint 2016.
  - Windows 10 based PCs.
  - If you use an older version of PowerPoint, please check the format of the presentation in the Speaker Ready Room and allow enough time make any adjustments to the format, if necessary.
- **Videos:** Please embed all videos into your PowerPoint.  
Then copy your final PowerPoint and all separate video files on the USB key you'll bring to the congress. It is good measure to bring the video files as backup in case there were any issues with the embedding.  
**Sound:** You are able to play sound of videos or any audio files in all rooms as long as they are embedded in your PowerPoint.
- Please note that "**Presenter View**" is not available. If you need your notes, please bring them on paper.
- **Links / Internet:** The PCs are not connected to the internet, therefore please don't integrate anything in your PowerPoint that relies on internet.
- **Name of pptx file:** The file name can have **max. 30 characters**. Do not use special symbols.
- **Length of your Presentation/PowerPoint:**
  - Workshops: Please confirm the exact talking and discussion time with your session chair
  - 1 PowerPoint slide per minute of talking is a good guideline for a successful presentation. Please make sure to adhere to your allotted speaking time!

#### Stage setup

- The laptop will be installed on top of the podium.
- We will instruct the session chair to open up your presentation while you go on stage for your individual presentation.
- You can advance the slides either directly on the laptop, with the mouse or a slide advancer (clicker/ remote).
- You'll be able to use the mouse to point at information on your slides while standing at the podium.
- There will be a microphone fixed on the podium, and we have hand-held microphones available mainly for the discussion at the end of the workshop.
- For the panel discussion, all discussants will sit in high chairs on the stage and 4 hand-held mics have to be shared between the discussants. (Please contact your chair for any further details about the organization of the session).

### AT THE CONFERENCE

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- 1) **Registration:** When you arrive at the Convention Centre, please proceed to the 500 level and collect your registration materials at the registration desk located in front of room 517. Closest entrances at Convention Centre to the registration area: 201 av Viger West.

**2) Speaker Ready Room – Room 523:** Presenters must upload and review their presentation in the Speaker Ready Room no later than 3 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician who can help trouble shoot.

**Hours of Operation:**

Sunday, August 25	15:00-20:00
Monday, August 26	08:00-17:10
Tuesday, August 27	07:00-17:00
Wednesday, August 28	07:00-17:00
Thursday, August 29	07:00-16:00
Friday, August 30	07:00-10:40

**3) Session Start:** Please arrive in your session room at least **15 min before your sessions starts**. Take time to familiarize yourself with the setup of the AV, check-in with your session chair and ask any technical questions to the volunteer in the room.

**Should you have any questions not addressed in this document, please email [leona@iseventsolutions.com](mailto:leona@iseventsolutions.com).**