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## **SVC PowerPoint Presentation Guidelines: 2021 TechCon**

Upload your PowerPoint and related video/audio files associated with your oral presentation to SVC via the SVC 2021 TechCon portal in advance of the SVC TechCon.

### **SUBMISSION DEADLINE – April 29, 2021**

***NOTE: This year the SVC will again be providing TechCon Presenters the option to memorialize in the published SVC Proceedings (digital and print versions) the PowerPoint presentation which you will have presented at the 2021 TechCon.***

***If you wish to have your PowerPoint presentation “memorialized” in the Conference Proceedings, please complete and upload the SVC 2021 PowerPoint Presentation Copyright release. We recommend all presenters to complete and upload this release. To those authors submitting a manuscript, only the manuscript will be memorialized in the Conference Proceedings.***

#### **Preparation of the PowerPoint File**

- Number of Slides: SVC recommends no more than 10–15 PowerPoint slides for a 15–20 minute presentation.
- Video: Embed video files into your PowerPoint presentation and **TEST its functionality** before submitting to SVC. Do not embed on-line videos (YouTube) in your presentation, as internet access is not guaranteed in presentation rooms.
- Minimize File Size: **Do not link Excel files as objects**. Instead, cut and paste them as pictures. This procedure will minimize the file size and prevent accidental changes. The procedure will also prevent linked video files from being separated from the PowerPoint file.

#### **Use the following guidelines when naming your files:**

- ONLY use a dash (and no spaces) when you name your files
- No spaces or commas are allowed.
- Paper#-Author Last Name-“PowerPoint”
- For Example: TT5-Smith-PowerPoint

**SVC recommends files be “zipped” together before submission through the SVC Web Site** so that any video files are included safely with the PowerPoint file. However, submission of .ppt or .pptx files is acceptable.

**If an author is presenting more than one talk, each presentation must be named and uploaded separately.**

### **Important SVC Procedures Regarding PowerPoint Files**

- **PowerPoint Presentations must be received no later than April 29, 2021.**
- Please do not send the PowerPoint presentation by E-mail to SVC.
- If you are having any problems uploading your PowerPoint presentation please contact Mary Ellen Quinn ([Maryellen.quinn@svc.org](mailto:Maryellen.quinn@svc.org)) for help and assistance.

**Ensure your presentation is complete upon submission. Revisions are discouraged after the submission deadline because** SVC requires sufficient time to check and preload all PowerPoint presentations onto our computers in each session room prior to the start of the TechCon.

- Bring a backup of your presentation to the TechCon on a memory device.
- Please provide your local contact information to the Presenter/Manuscript Center when you arrive at the TechCon in case there is a problem with your PowerPoint.

***NOTE: SVC will destroy your PowerPoint files after your presentation unless you have submitted a SVC PowerPoint Presentation Copyright release.***