2021 Virtual TechCon PowerPoint Presentation File Guidelines

Upload your PowerPoint and related video MP4 file of your presentation via the SVC 2021 TechCon portal in advance of the SVC TechCon.

SUBMISSION DEADLINE – April 1, 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 via video recording at the 2021 TechCon. The sole reason for uploading your PowerPoint file is for publication.

If you wish to have your PowerPoint presentation "memorialized" in the Conference Proceedings, please complete and upload the SVC 2021 PowerPoint Presentation Copyright 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 recording your MP4 video. Please note that any video embedded will not be embedded for the proceedings. Replace video with a static image.
- 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.
- Embed your contact information in your presentation so that you may be reached for comments after your presentation is posted/published.

Use the following guidelines when naming your files:
- The file must be in .ppt or .pptx format.
- 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.pptx

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 1, 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) for help and assistance.

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