



#### Administrative Offices

P.O. Box 10628

Albuquerque, NM 87184

Tel: +1 (505) 897-7743

Fax: +1 (866) 577-2407

Email: [svcinfo@svc.org](mailto:svcinfo@svc.org)

Web Site: [www.svc.org](http://www.svc.org)

## **SVC PowerPoint Presentation Guidelines: 2024 TechCon**

Upload your PowerPoint and related files associated with your in-person oral presentation to the SVC via the [SVC 2024 TechCon portal](#) in advance of the SVC TechCon.

### **SUBMISSION DEADLINE – May 3, 2024**

***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 2024 TechCon.***

***If you wish to have your PowerPoint presentation “memorialized” in the Conference Proceedings, please complete and upload the SVC 2024 PowerPoint/Poster Presentation Copyright release. We recommend all presenters to complete and upload this release. To those authors submitting a manuscript describing the work orally presented at the Poster, only the manuscript will be memorialized in the Conference Proceedings, and you will need to execute and upload a Manuscript Copyright Transfer Agreement along with submitting the completed manuscript by September 15, 2024.***

#### **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, Vimeo, etc.) 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.
- Please consider including the email address for the corresponding author on one of your final slides.

#### **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 that files be “zipped” together before submission through the SVC TechCon Portal** 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 May 3, 2024.**
- 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 at the SVC registration desk in the Promenade lobby of the Long Beach Convention Center when you arrive at the TechCon in case there is a problem with your PowerPoint.

**NOTE: The SVC will destroy your PowerPoint file(s) after the TechCon unless you have submitted a SVC PowerPoint/Poster Presentation Copyright release.**

**If you plan to only publish your PPT slides, please include the salient details on the slides which allow the reader to understand and reproduce your work as would be the case in any published manuscript.**

## **2024 TechCon Video On-Demand Archive Guidelines**

The SVC is offering all in-person 2024 presenters an **additional/independent opportunity to memorialize their presentation** in a separate video on-demand archive that will be created immediately after the conclusion of the 2024 TechCon. This option is completely independent of the manuscript/PowerPoint print options described earlier in this document.

### **SUBMISSION DEADLINE – September 15, 2024**

**If you wish to have your video included in our 2024 On-Demand 2024 Video Archive, please complete the SVC 2024 Video Release Agreement and upload the agreement along with a MP4 video recording of your presentation via the [SVC 2024 TechCon portal](#).**

### **Preparation of the MP4 Video Recording**

- The recording should include your slides, a video of you presenting, and the audio track.
- The recording must be in an MP4 format but you are free to choose the recording / editing platform to produce the MP4 file.
- Options include: [narrated PowerPoint presentations](#) (which do not show a video of the presenter), or [Zoom recordings](#) (which do show a video of the presenter and will require a completely free, [non-professional Zoom license](#)). There are many excellent guidelines and tutorials on how to use these programs. Click on any of links above to see further information and how-to videos.

- Our goal here is to provide the maximum flexibility to our speakers and acknowledge that our presenters may have their own unique presentation preferences. Remember, you only get one chance to make a good first impression!
- 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 file:**

- ONLY use a dash (and no spaces) when you name your files.
- No spaces or commas are allowed.
- Paper#-Author Last Name-“Video”
- For Example: TT5-Smith-Video.mp4

**Important SVC Procedures Regarding Video Files**

- **Video Presentations must be received no later than September 15, 2024.**
- The SVC will not be generating any videos of presentations given at the 2024 TechCon. Presenters participating in this program will need to independently generate a video based on their in-person presentation.
- Please do not send the video presentation by E-mail to SVC.
- If you are having any problems uploading your MP4 presentation, please contact Mary Ellen Quinn ([Maryellen.quinn@svc.org](mailto:Maryellen.quinn@svc.org)) for help and assistance.