



GUIDELINES FOR UPLOADING PRESENTATIONS

In the interest of efficiency at the meeting, we are requesting that ALL presenters (in-person and virtual) upload their presentations ahead of time. Please note: Presentations should be a maximum of 12 minutes long and will be followed by a 3 minute Q&A period. For virtual presentations, we recommend that you pre-record your presentation and be available for live Q&A via the Zoom link that will be provided. You are welcome to use any program to record your presentation but please ensure that this is submitted in mp4 or ppt format. Attached is guide on how to record your presentation using Zoom.

Please label your file as Day of Presentation_LastName_SessionName (e.g. Monday_Smith_Governance) and submit by October 20, 2025 23:59 EDT via this link: <https://www.dropbox.com/request/YDGEyA9OhgUx43hohvvB>

Tips for creating your presentation

- Remember to use the KISS principle — Keep It Short and Sweet.
- Text should be summary points, preferably bulleted, not entire sentences.
- Limit the amount of information on a slide — five messages or less is better.
- All text should be 18 point or larger depending on the projection arrangements.
- Limit the number of font typefaces to two, clearly readable, selections. Use bold, italic or colour to provide visual emphasis instead of underlining text.
- DO NOT USE ALL UPPER CASE IN LONG STRINGS OF TEXT. IT IS HARD TO READ AND YOU CAN GIVE THE IMPRESSION THAT YOU ARE ALWAYS SHOUTING AT YOUR AUDIENCE, LEAVING NOTHING FOR EMPHASIS.
- Be consistent in formats, fonts and other repetitive features throughout
- Bigger is better, especially for presentations in large rooms
- Use only the most appropriate charts and graphs, requiring the least explanation.
- Use graphics and illustrations for a good reason, not just to decorate.
- Keep a sense of humour; presenters that look pained may be painful to the audience