

**Speaker Presentation Form – Return by **Thursday, June 13****

EMAIL COMPLETED FORM TO: [terri@lafleurs.com](mailto:terri@lafleurs.com)

Questions, call Terri Markle at (301) 610-6070 or email to [terri@lafleurs.com](mailto:terri@lafleurs.com)

**Speaker's Name: Karine Poirier**

**Speaker's Title: Director of Sales, Sponsorships**

**Speaker's Organization: L'Équipe Spectra (Festival International de Jazz de Montréal)**

**Speaker's Direct Phone: 514-525-7732 x5518**

**Speaker's Cell Phone: 514-582-0560**

Your Powerpoint file, PDF of your Powerpoint Presentation and the Speaker Presentation Form are due by Thursday, June 13.

Format: The Powerpoint format is 16 x 9 (widescreen).

File Name: It is very helpful to us if you list the speaker's name and organization in the file name for identification purposes. Please email to [terri@lafleurs.com](mailto:terri@lafleurs.com) or include this document when you upload your presentation.

If your Powerpoint file exceeds 5 MB, please upload to: <https://www.hightail.com/u/lafleurs>. If you have issues, you can use WeTransfer. Or email to get a Dropbox link from me.

Non-Standard Fonts Alert: We recommend using a standard font. If you use a specialized font, please send us the font for us to copy onto our master laptop that runs all speakers' presentations. You also need to let us know that used a non-standard font. One work around is to convert your Powerpoint to a PDF. If there are videos in your presentation, you will need to send us the native files.)

Keynote (MAC) Presentation: Please convert your Keynote to a PDF. If there are videos in your presentation, you will need to send us the native files or your tech team will need to integrate into the PDF. We still want the videos as a backup.)

Advance Checking File: To pretest your Powerpoint, we need you to answer the following questions about embedded audio and video files. This is very important!

How many audio files are incorporated in your Powerpoint?

**Please list the slide numbers where your audios are embedded below:**

Slide 4

Slide 8

Slide

How many video files are incorporated in your Powerpoint?

*(Please list if you have 2 video files on one slide.)*

**Please list the slide numbers where your videos are embedded below:**

Slide 4

Slide 8

Slide

**Please answer the following questions:**

1. Have you timed yourself presenting your speech so you know it will not exceed your **30 minutes**? *(Please allow 1-2 minutes to get up on stage and introduce yourself as part of this 30-minute period.)* **YES**
2. Have you tested your audio and video files to ensure they work? **YES**
3. Did you print out your speaker notes from your Powerpoint to read at the podium? **YES**

If a graphic designer has created your presentation, please include his/her name, direct phone and email BELOW in case Byron La Fleur needs to contact you about any problems with the presentation.

**Graphic Designer's Name:**  
**Graphic Designer's Organization:**  
**Graphic Designer's Direct Phone:**  
**Graphic Designer's Cell Phone:**

**Typical Speaker Questions**

1. External speakers' presentation time is 30 minutes.
2. We run your presentation from our master conference laptop.
3. The Powerpoint format is 16 x 9 (widescreen).
4. You can test your presentation with Byron & the UQAM AV staff on the day that you present (in morning before program starts or during lunch break).
5. There will be a confidence monitor so you can see your slides. It will be sitting on the floor near the lectern.
6. You can use a headset if you prefer to walk and click instead of stand at the lectern.
7. You will have a clicker at the podium to advance your Powerpoint slides.
8. We use a timer clock so you can monitor that you stay within your allotted presentation time period.
9. The AV technician will assist if there is a problem.