

October 11, 2007

Dear Gussow Conference Speaker:

Final instructions for Speakers at the 2007 Gussow Geoscience Conference, October 15 - 17, 2007, website: www.cspg.org

All presentations take place in the Auditorium of the Max Bell Building at the Banff Centre. Please see attached the final Talk Schedule, noting that some of the times have changed slightly. **All presenters must be registered Conference Delegates – please contact Tanya or Shauna at the CSPG Office (403-264-5610) should you still need to register.**

Speaker Ready Room: The Speaker Ready Room, located in Room 253 of the Max Bell Building will house two PC's running Powerpoint with internet connections and a printer. These machines have been set up for your use in order to provide you with an opportunity to rehearse your presentation.

Oral Presentations: Talks are scheduled every 40 minutes, so please prepare a 30 minute presentation and leave approximately 10 minutes for questions. Presentations must be in given in PowerPoint and must be in single screen format. Consider avoiding complicated animations and movies if possible. In order to minimize the risk of incorrect display of figures and/or equations during your presentation, we recommend that you embed TrueType fonts in your PowerPoint file (this is a straightforward operation in PowerPoint; if you are unsure how to do this, consult the services of your IT staff). Try to use pictures at suitable resolution that reduce total file size.

Hardware/Software/OS Considerations: All presentations will be made from a laptop computer provided at the podium in the session rooms. All these machines will read both DVDs and CDs. All authors are encouraged to carry a second copy of their presentations to serve as a backup. Note that USB memory devices are prone to shock-damage and that CDs/DVDs are preferred.

Our Audiovisual support firm has confirmed the following computer configurations:

1. **Operating System:** Windows XP;
2. **Office Version:** OFFICE XP; therefore any version equal to or lower than OFFICE XP will run on the laptop;
3. **Supported PowerPoint Version:** The versions, from newest to oldest, for PowerPoint are: Powerpoint XP, Powerpoint 2002, Powerpoint 97.

Webcasting: All talks presented at the Gussow Conference will be recorded so that they may be placed on the CSPG website post-Conference for download. If you have any issues with your talk being recorded, please contact Shauna or Tanya to make alternate arrangements. To aid in webcasting, please have a copy of your Powerpoint presentation ready the morning of your presentation – Ron MacLean, who will be in the Auditorium, will require this *at least* 30 minutes prior to your presentation.

We thank you again for your contribution to what promises to be a rich and diversified Conference – see you in Banff!

Most Sincerely,

Benoit Beauchamp and Gerry Reinson (Co-Chairs)
2007 Gussow Geoscience Conference

