# 64th ISI World Statistics Congress - Ottawa, Canada

This guidance is to support participants of IPS, SIPS and CPS sessions ahead of the ISI WSC 2023 Congress, all presenters are required to attend in person from 16 – 20 July in Ottawa at:

**The Shaw Centre**
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2

Please see The Shaw Centre website here

## Sharing your presentation

All presentations must be sent in advance of the WSC to **production@worldspan.co.uk**.

For operation management reasons, please name your file with the following file-naming convention:

- Starting with the Session Codes (SIPS for Special Invited Paper Sessions, IPS for Invited Paper Sessions & CPS for Contributed Paper Sessions).
- Followed by the Session Number in 4 digit format.
- Followed by one underscore as separator.
- Finally followed by your First Name.

For example, the file 'CIPS0017_JaneJohnson.ppt'.

When sending your presentation, please follow the format for the subject line:

**ISI WSC 2023 – [Presentation Title and Session Title]**

Within the body of your email, please ensure that the below information is included:

- ➢ Your name
- ➢ Title of your presentation
- ➢ Time/Date of your presentation

Please note that a Speaker Support Desk will be available at the venue should you wish to test your presentation in advance.

Should you wish to make any amendments to your presentation at the congress then please bring a USB device with you to the Speaker Support Desk.

If you need to make edits on the day of your presentation, you will be able to take your USB directly to the session room.

**Please submit your presentation by Wednesday 28 June 2023**

## Preparing your presentation

Please arrive to your session room at least 5-minutes in advance to ensure your presentation is accessible on the computer within the room. You can find the details of your session on the WSC scientific programme here.

**Click here to download the template of presentation slides**

All presentations must be made and held in English and we recommend between 12-15 slides for your presentation.

CPS Presenters should aim for approximately 12-minutes including Q&A and must not exceed a total of 15-minutes.

IPS Presenters should discuss their presentation timings with the chair and organiser of the IPS session.

The conference space has AV equipment supporting Microsoft PowerPoint, all scientific rooms are equipped with a lectern, laptop, screen, projector and clicker. Please let us know if your presentation is in Apple Keynote, PDF or another presentation software so we can ensure your requirements are in place.

Roaming technicians will be available for I.T support for the duration of the congress.

We recommend using the following specifications to obtain the best results with the AV equipment:

- Microsoft PowerPoint

- Content should be provided in the format of 16:9 (widescreen) which fits our screens to the best ratio. If your content is in another format please specify this.
- The screen has a resolution of HD (1920 x 1080).
- Videos can be MP4/MOV/AVI suggested codec H.264.
  **Please provide a copy of your videos separate to any presentations even if they are embedded in your presentation as a backup.**
- Suggested fonts: Please only use fonts that are available in Windows otherwise they may not be supported by conference computers if you have a unique font please provide the font file in advance.
- Screen connectivity will be available in all SIPS, IPS and CPS rooms.
- Use simple sentences, avoid Jargon, highly specialized vocabulary and unfamiliar abbreviations.

To find when your presentation is taking place, please view the ISI WSC 2023 Scientific programme using the link below:
https://www.isi2023.org/conferences/15/programme/

Please note presentation timings are also listed within your profile, under the 'proposals/abstracts' heading.

Should you have any queries, please do not hesitate to contact us at scientific@isi2023.org

Many thanks and kind regards,

The ISI WSC Organising team