

Information Sheet for Presenters

A/V INFO AND INSTRUCTIONS

Presentation Slides

All session rooms at IMS 13 will be set up with a digital projector connected to a PC laptop. To avoid delays, we ask that presentation slides be displayed from the connected laptop.

What you need to do:

1. Email your presentation slides **at least one day** before the day of your presentation to miltosymposium@vicu.utoronto.ca. The slides will be stored in a Google drive folder and can be accessed before your presentation from the laptop in the room.

Please name your presentation file in the following format:

[last name, first name – panel # – title of presentation (shortened if necessary)]

And

2. Bring a backup of your presentation slides on a USB drive.



To ensure a smooth start to your presentation, please come to the room where you will be speaking around 10 minutes before the start of your panel or roundtable session. There, you will be able to open your slides on the provided laptop and keep them ready for the start of your presentation.

Presentation Testing

Anyone wishing to test their presentation in advance can come to their room during the meal breaks prior to panel sessions (during breakfast and/or lunch). There will be an AV person available on each floor to assist you.

Printing

There is a print room in the basement of Victoria College where the IMS sessions are being held. There may be a wait to get your document printed depending on the amount of jobs in the cue. You can bring your paper on a USB or email it in advance to vicu.copy@utoronto.ca. Cash payment only. Print room hours are 8am to 4:30pm Monday to Friday. Alternatively, [Reflex Print](#) is a print shop a [five minute walk](#) from Victoria College.

Computer Access

There are a limited number of computers available for guests. It is possible to print from these computers if you purchase a \$5 print card from the Circulation Desk at the Pratt Library at Victoria College.

Charging Your Laptop or Phone

There are a limited number of wall plugs in Victoria College and there will be one power bar in each session room (with USB ports), but you must bring your own charging cord and plug.

PARKING

Parking close to the venue is available for \$16 per day from 8am to 7pm. Parking spots may be purchased from the front desk at [Margaret Addison Hall](#) on a first come, first serve basis. There are three lots available:

[Annesley Hall, 95 Queen's Park](#): 8 spaces

Margaret Addison Hall (MAH): 6 spaces

MAH North: 12 spaces

You may also make use of this site, [Parkopedia.ca](#). Use Victoria College Toronto as your venue location to find a parking space near us.

BOOK DISPLAY TABLE

Have you recently published a book and would like to promote it at IMS13? We will have a book table for displaying books recently published by conference participants. If you would like to display your book, please email jordana.lobo.pires@utoronto.ca and bring a copy to the registration and information desk upon your arrival.

If you have any further questions or concerns, please email us at miltonsymposium@vicu.utoronto.ca.