IMS13 Toronto, July 10-14, 2023
Information for Presenters

AV Setup and Instructions

Presentation Slides

All conference 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 miltonsymposium@vicu.utoronto.ca. Presentation files will be uploaded to a desktop folder on a laptop secured in each of the conference rooms.

   Please name your presentation file in the following format:

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

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

   ![USB drive](image)

Accessing Your Presentation

Presentation files that have been sent to us at least one day in advance can be accessed on the laptop connected to the projector in each conference room. A folder containing the presentations will be uploaded to the desktop of the computer. Presentations will be arranged by day and, within each day, in alphabetical order by speaker last name, and can be opened and kept ready before the panel session begins.

If you have trouble accessing your presentation on the desktop, or require AV assistance at any time, please visit the registration and information desk on the first floor of Victoria College. We will send a member of the IMS team to the conference room to assist you.

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. You can bring your paper on a USB drive or email it in advance to vicu.copy@utoronto.ca. Cash payment only. The print room is open from 8am to 4:30pm, Monday to Friday. There may be a wait to get your document printed depending on the number of jobs in the cue.

Located at 1109 Bay St, Reflex Print is 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. There will also be one power bar in each session room (with USB ports), but you must bring your own charging cord and plug.

Library Access

The E.J. Pratt Library is located across the quad from Victoria College and is open between 9am and 4:45pm during the conference.

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 served basis.

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 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.