

**2020 CAPO Conference: Keynote Presenter Instructions**

**Keynote Plenary Presentations**

All keynote presentations will be live. To determine your speaking time please consult the [program](https://capo.wildapricot.org/program). A total of 45 minutes has been allocated for each presentation.

Speakers and Presenters are requested to send electronically your PowerPoint presentation by no later than June 29, 2020. Instructions appear below. Please submit both a **PPT** and **PDF** of your PowerPoint presentation.

*We encourage you to submit your presentations as early as possible.*

**Live Poll**

If you are submitting a live poll for your presentation please keep the character limit for each question and answer to 50. You will have only 5 options for answers. Please use the link corresponding to your presentation type to submit.

**Handouts**

If you will be submitting a handout to go along with your video presentation for attendees to download please submit a **PDF**. Please use the link corresponding to your presentation type to submit.

**HOW TO: Submit & Upload your presentation**

Note: All oral presenters must submit their PowerPoint presentations electronically by no later than the date stated above (by presentation type).

The CAPO Conference uses File Request Pro to collect and receive all files and presentations.

Please use the link provided below.

1. Use the link provided "[**https://filerequestpro.com/up/keynote-plenary**](https://filerequestpro.com/up/keynote-plenary)"
2. Drag your files into the upload area. You can drag multiple files (video, documents etc.) at once.
3. Then fill out your **first and last name** and hit "send files". Once the upload is complete, you can close the window.
4. The files are stored in File Request Pro, but are also sent to our Google Drive automatically.

**HOW TO: Name your submission materials**

Please use the below naming conventions to name all of your materials (PowerPoint presentation, video, poster, documents etc.) Once your recording and/or PowerPoint presentation is ready you will need to save it with your first and last name.

***If you experience any difficulties uploading your files please contact web@capo.ca for further assistance.***

**Resources**

● [Creative ways to film yourself](https://www.youtube.com/watch?v=1X3480PRhZ4&feature=youtu.be)

● [Quality Video from your smartphone](https://vtrep.com/7-ways-get-professional-quality-video-smartphone/)

* [How to Share your screen](https://www.youtube.com/watch?v=YA6SGQlVmcA)
* [How to use a Virtual Background](https://youtu.be/3Zq-b51A3dA)

**SAVE YOUR FILES HERE:**

**Upload Link:** [**https://filerequestpro.com/up/keynote-plenary**](https://filerequestpro.com/up/keynote-plenary)