



CONVERGENCE OF
GENEROSITY
CONVERGENCE DE
GÉNÉROSITÉ

OTTAWA
APRIL · AVRIL
3-5 2024

CAGP's 30th National Conference on Strategic Philanthropy
Le 30^e congrès national de l'ACPDP sur la philanthropie stratégique

CAGP Speakers – Presentation Material Specifications

Presentation Materials – due Monday March 1st, 2024

The number one request delegates make is to have speaker material in advance of the conference, and for that reason we will require all PowerPoint presentations to be provided by this deadline so they can be reviewed and uploaded to the Conference website and Conference App.

Please provide presentation materials as a pdf file. PowerPoint files should be saved as 3 slides per page (notes view) and in grey scale.

Presentation material specs for Live Presentation:

- PowerPoint files should be set-up in 16:9 format
- Materials other than PowerPoint should be provided as a .pdf file
- Videos should be embedded in your PowerPoint ***and*** a separate file (.mp4 format) for the video provided as a back-up
- It is recommended that you do not include music as part of your session, as this could create royalty issues
- Please note that the meeting rooms will have a screen and LCD projector.
NOTE: Speaker are required to provide their own laptop for their presentation. If an adaptor is required for your laptop, please bring your own adaptor with an HDMI input for the LCD projector.

Conference Slide Templates:

A slide template, with several layout choices, is on the [Conference Speaker Resources web page](#). We recommend you choose one of the template designs for your PowerPoint presentation. It recognizes our Education Sponsor and will provide a consistent look to the Conference and theme.

If your session is part of the “**Gift Planning Vehicles**” topic stream, we ask that you recognize the topic stream sponsor by using the PPT slide provided at the beginning and end of your presentation.