

## Instructions for Conference Presenters

Thank you for confirming your participation in the Seniors Care Network Regional Conference. To assist you in preparing for your oral, workshop or poster presentation, the Conference Committee has developed this short guide.

Conference presenters (including any co-presenters who will be attending) are required to register for the conference. You are kindly reminded to register via Eventbrite:

<https://www.eventbrite.ca/e/seniors-care-network-conference-2017-registration-29675895402>

For those persons presenting oral presentations, we ask that you provide a copy of your presentation in PowerPoint format **no later than Monday, June 5, 2017 by 3:00 p.m.** so that we can pre-load the PowerPoint presentations. Please send these to: [seniorscarenetwork@gmail.com](mailto:seniorscarenetwork@gmail.com).

Conference abstracts will appear in the conference package. If you would like to update your abstract, please send an updated version to Stacey **no later than Monday, May 22, 2017 by 5:00 p.m.**, otherwise the submitted version will be used.

PDF copies of PowerPoint presentations for oral or workshop presentations will be made available to conference participants following the conference.

### Audio-Visual Notes:

- PowerPoint for MAC files should be tested on a PC before attending the event.
- There will be no internet connectivity in the conference room.
- Mac Users
  - **Pictures:** If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the MAC, this is no longer an issue, and any inserted image will be compatible.
  - **Keynote:** Keynote will not be accepted since it cannot be played back on PC. Please export your presentation as PowerPoint.

### INSTRUCTIONS FOR ORAL PRESENTATIONS:

Each presenter is allotted a maximum of 20 minutes (15 minutes to present; 5 minutes for discussion).

Please stay within the 15 minute time frame. The session chair will give you a warning at 14 minutes so you have a minute to wrap up. Out of respect for the other presenters, the session chair will stop you after 15 minutes, even if you have not finished. It is a good idea to rehearse your presentation beforehand to ensure your talk does not exceed the time limit.

Discussions will also be moderated by the session chair. If necessary, the session chair will wrap-up discussions that exceed the 5 minute time frame.

Please arrive 10 minutes before the beginning of your session to check-in with the session chair (session chairs will be listed in the conference program), and to familiarize yourself with the equipment set-up (if applicable).

PowerPoint presentations will be pre-loaded on to the laptops, but we kindly ask that you bring a back-up copy of your PowerPoint on USB, and bring this with you. All



PowerPoint presentations must be uploaded to the conference computer prior to the beginning of the session. To ensure sessions do not run over time, presenters will not be allowed to present from their own laptops.

### **INSTRUCTIONS FOR WORKSHOP PRESENTATIONS:**

Each workshop is allotted between 50 to 60 minutes.<sup>1</sup> There are no restrictions on how you use this time. However, we ask that you:

- (a) clearly outline the learning objectives for your session with participants at the beginning of the workshop
- (b) provide the Conference Committee with a list of these learning objectives and a short outline of the session by **no later than Monday, May 22, 2017 by 5:00 p.m.** This will be included in the conference program.

If you will be using handouts, please bring sufficient copies to your session.

Please arrive 10 minutes before the beginning of your session to familiarize yourself with the equipment and set-up your laptop (if applicable).

If you are using PowerPoint, **please bring your laptop with your presentation pre-loaded.** We ask that you kindly provide a PDF copy of your PowerPoint slides that we can make available to conference participants following the conference.

### **INSTRUCTIONS FOR POSTER PRESENTATIONS:**

All posters will be on display for the duration of the conference. Set-up must take place during the morning registration time (prior to the opening remarks), and posters must remain posted until the close of the day. Any posters not taken down at the close of the Conference day will be removed and discarded. Seniors Care Network and Deer Creek Golf and Banquet Facility assume no responsibility or liability for lost or damaged posters.

If you have not created a large-scale poster before, feel free to contact Stacey Hawkins ([shawkins@nhh.ca](mailto:shawkins@nhh.ca)) and she can provide you with a basic template and some general tips to assist you.

#### **General Guidelines:**

- The title and authors must appear at the top of the poster, including any affiliations
- We recommend using a font size legible from a distance of 2 meters.
- Posters should not exceed 4' (width) X 3' (height).
- Push-pins and velcro will be provided. The poster boards are felt-backed; however, heavier posters may not adhere with velcro alone.
- Posters must be removed at the end of the Conference day. If you will be unable to remove your poster, please contact Stacey Hawkins ([shawkins@nhh.ca](mailto:shawkins@nhh.ca)).
- If you have handout versions of your poster and/or additional handout materials, please bring sufficient copies with you. If you would like these materials made available to

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<sup>1</sup> Workshop duration may vary. Please refer to the conference program for specific times.





conference participants following the conference, please email PDF versions to [SeniorsCareNetwork@gmail.com](mailto:SeniorsCareNetwork@gmail.com) , and we will share them along with the other conference presentations.

