



INFORMATION FOR PRESENTERS

SESSION PRESENTERS

1. Arrive at your session room 15 minutes before the session begins to confirm that everything is in order and that the final version of your presentation is loaded in the session room.
2. Presentations will average 20 to 30 minutes each including 15 to 20 minutes for the presentation and 5 to 10 minutes for questions and discussions. Please pay special attention to your allotted presentation time. Should there be any changes to the allotted time, the session chair will inform you. The conference mobile app will have the most up-to-date information.
3. Session rooms will have a screen, projector, laptop, podium with microphone and a microphone at the front of the room for audience questions. **Laser pointers and computer audio are not available. Presenters may bring their own laser pointers and slide advance clickers.** Complimentary Wi-Fi is provided.
4. Presenters **should** bring a copy of the presentation on a USB as a backup. 4:3 PowerPoint format is recommended.
5. **Simultaneous Interpretation** is available in the rooms where French presenters are scheduled. Headsets will be available. **Speakers must have indicated during the abstract submission phase if they are presenting in French.**

6. Presenter changes or edits to profile, author biographies and photos must be submitted by **September 10** to appear in the conference mobile application. Presenter changes or additions after this date cannot be guaranteed to be reflected in the online program, and in the mobile application.
7. Presenter biographies, email, photo and working information will be displayed in the conference mobile application.

Presentations Formats, Lengths, and Information

Sessions are broken into 90 minute blocks. Sessions with three presentations will each have a total of 30 minutes (20 minutes to present, 10 minutes for Q&A); sessions with four presentations will have 20 minutes (15 minutes to present, 5 minutes for Q&A). The session chair will allocate the number of presentations per slot at their discretion and moderate the session.

Presentation Tips

- Project your voice as if you are talking in a mid-sized conference room. It is much easier to reduce the audio system gain for a loud voice than to increase it for a quiet voice. Please use the laptop mouse for pointing, rather than looking around with a pointer at the projection screen.
- Be considerate of other speakers and the audience by staying within your allotted time. Time limits will be enforced. TAC volunteers will be keeping time and will signal a 5 minute cut-off notice and a final cut-off notice.
- Please discuss the material as reported in your submitted abstract.
- Prepare your presentation in advance so that your ideas are logically organized and your points are clear.
- Take time to rehearse your presentation. If your presentation runs longer than the allotted time, eliminate the least essential material and rehearse again.
- Well-known guidelines for preparation include planning one visual per minute and limiting the content to one idea per visual.
- Give an opening statement to acquaint the audience with the nature and purpose of the study. Speak slowly and clearly. Word choice should be simple: use active words and short sentences.
- Use the microphone and speak toward the audience.

Speaker Ready Room

1. The Speaker Ready Room will be located at the ***Delta St. John's Hotel and Conference Centre, in the Fortune Bay room***. Someone will be available during the times below should you need to confirm that your final presentation has been received:

Sunday, September 24: 12:00–16:00

Monday, September 25: 07:00–15:15 (closed 08:00–09:00 and 13:00–14:00)

Tuesday, September 26: 07:00–12:00 (closed 08:00–09:00)

Wednesday, September 27: 07:00–12:00 (closed 08:00–09:00)

Speakers' Breakfast

1. **Presenters are expected to attend** the Speakers' Breakfast the morning of your presentation. The breakfast provides an opportunity to meet your session chair as well as other speakers in your session. Final session details can be covered at that time.
2. The Speakers' Breakfast will be held in the **Delta St. John's Hotel and Conference Centre, Salon A Room (main level) from 07:00-08:15**. If you have any allergies or food intolerances, please notify Christina Ghazal at cghazal@tac-atc.ca by August 30.

POSTER PRESENTERS

1. The Poster Session will take place at the Delta St. John's Hotel and Conference Centre, Lobby, Main Level on Monday, September 25 at 13:00-17:00. Poster presenters are expected to be at their posters between these hours.
2. Posters may be installed on Sunday, September 24 from 08:00-16:00 and will be on view during the conference. Poster session viewings are held from Monday, September 25 to Wednesday, September 27. You may collect your poster between 17:00 and 20:00 on Wednesday.
3. You are asked to print and ship/transport your poster to the conference.
4. TAC will provide a two-sided display board measuring 4 ft. high x 8 ft. wide. Each side of the board will be used by a different author. The board surface is push-pin compatible. Pins will be provided.
5. Presenter changes or edits to profile, author biographies and photos must be submitted by **September 10** to appear in the conference mobile application. Presenter changes or additions after this date cannot be guaranteed to be reflected in the online program, and in the mobile application.

REGISTRATION

1. Presenters are encouraged to attend the full conference to take full advantage of the many exciting sessions, events and activities at this year's conference. To register visit <http://www.tac-atc.ca/en/conference/registration>
2. If you have registered as a delegate, pick up your badge at the registration desk **before you present and identify yourself as a presenter**. The registration desk will not open before the start of the daily Speakers' Breakfast, so **please visit the registration desk to pick up your badge the day before your presentation** (if you present in the morning). Visit the At-a-Glance Program <http://www.tac-atc.ca/en/conference/schedule-program> for the registration desk schedule.
3. If you are able to be present only on the day of your presentation, you may attend other sessions/panels/workshops on this same day without registering for the conference. Please pick up your badge at the Speakers' Breakfast on the morning of your presentation. For access to additional conference events and/or technical tours on the day of your presentation, or on

other days of the conference, please register online at
<http://www.tac-atc.ca/en/conference/registration>