INFORMATION FOR PRESENTERS

SESSION PRESENTATIONS

Please submit your oral presentations to **pcesc2016@gmail.com** before 10:00 PM on **Sunday, February 14**. The presentations will be loaded onto the computers in each concurrent room for you but remember - it is always good practice to bring your own backup! If you do not submit your presentation by this date, you will be responsible for finding the A/V representative to put your presentation on the proper computer **IN ADVANCE** of the concurrent session that you are taking part in.

If your presentation is too large to email, please use https://www.wetransfer.com/ to submit your presentation, making sure that your name is in the notes.

Please check in with your session moderator in your assigned room no later than 25 minutes before the start of the 1st presentation.

All rooms are equipped with an LCD projector(s), screen, presenter remote with laser pointer, and wireless lapel and podium microphones. All conference computers operate with Microsoft Office Suite 2010 applications (PC, not MAC based).

- Presenters are responsible for ensuring that their presentation material is compatible with conference equipment, and that it is uploaded successfully on the conference PC prior to session start. Use of personal laptops is not permitted.
- An AV volunteer will be available in each room 30 minutes prior to session start to help you load and test your presentation. Presentation files will be saved in daily folders by time slot (e.g. 1-1). All files will be deleted at the end of the conference.
- Please ensure visuals are simple, clear and easily read. Effective slides contain few words, and avoid highly complex figures and tables. Use large font sizes and illustrations for maximum effectiveness.

Please plan to speak for no more than 15 minutes and be prepared to spend another 5 minutes responding to any questions that arise. An additional 5 minutes account for the time needed to find your presentation, introduce you, transition between presenters, and allow audiences to move among presentation rooms. Be aware that moderators are instructed to cut off presentations that go over the allotted time. Limit your presentation to key points that will convey the issue or research question, any methods or plans to address it, the outcomes experienced or expected, and the key take-home messages. Practice to ensure that it flows well and that you are able to cover everything planned in the available time.

POSTER PRESENTATIONS

The Manitoba Room and Mezzanine will be open Tuesday at 7:00 pm. Please have posters set up and ready no later than 9:00 pm Tuesday, or by 8:15 am on Wednesday morning. Push pins will be provided on each poster board. Posters must be removed by the end of the day on Thursday. Any posters that are not removed will be disposed of by conference volunteers.

Each poster must be no more than 3.5 ft (42 inches) high x 3.5 ft (42 inches) wide. There will be two posters on each side of the poster board, so please be neighborly and keep your poster to

within those dimensions! Poster boards will be numbered according to the assigned number in the poster session portion of the conference program (available at www.pcesc.ca). Please make sure that the title of your poster is the same as that of your abstract, and that you include the names of all your contributing authors.

The main text of the poster should be legible from a distance of 2 m (approximately 6.5 feet). Limit your presentation to key points that will convey the issue or research question, any methods or plans to address it, the outcomes experienced or expected, and the key take-home messages. Figures, tables, and photos should only be used support or enhance the poster content.

Posters will be available for viewing all day Wednesday and Thursday. Please ensure that you are present to discuss your poster on Wednesday from 4:30 – 6:00 pm. Do not leave any valuables unattended in the poster room as it will not be locked or supervised at all times during the conference.