



**2022 Annual Meeting;** Quebec City Convention Centre; June 8-11, 2022

### **INSTRUCTIONS FOR PODIUM PRESENTERS**

- Preparing your talk
  - Bring a copy of your PowerPoint presentation (“talk”) on a USB drive. Email yourself a backup copy.
  - Aspect ratio: Screen and projector are set to present **16:9 ratio**. Slides in a 4:3 ratio will still appear on the screen, but will have black bars on either side of the screen.
  - Presenter mode (where you can see your notes on a separate monitor) will not be available, so please **print your presentation notes**.
  - Internet connection is unlikely to be available on the presenter laptops. Avoid live links in talks.
  - Charging stations and workstations are available in the exhibit hall if you need to charge devices or work on your talks on site.
  - Optional: An [annual meeting PPT slide template](#) including the meeting logo and colours is available should you wish to download it for building your slides.
  - **Mandatory:** To be compliant with Royal College accreditation, the second slide of each talk (following the title slide) must include **statement of financial disclosure** (it can simply say “nothing to disclose” if that is the case). Please download the [financial disclosure slide template](#).
  - **Mandatory:** All presenters and speakers must complete an online disclosure form and speaker release form (forms will appear in green within the system if complete). [Please log in to submit forms](#) if you have not already done so. Authors who do not submit disclosure information **by May 21, 2022** will unfortunately be removed from the final program.
- How long are the talks?
  - Strict adherence to time limits will be enforced
  - Podium (paper session) talks: 6-minute talk, 3-minute discussion
  - Symposia / ICL / Tips & Tricks Talks: Length at the discretion of the session moderator
- Loading your talk on site
  - All talks must be loaded **in the room where your session takes place, either from 7:00-8:00am, or during the 1-hour breaks between sessions**. See the [detailed program](#) for break times.
  - Technicians will be available to assist with testing and labelling talks.
  - There is no speaker ready room this year. If you have multiple talks in different rooms, you will load your talk into each respective room. Please verify the final program online upon arrival to verify room assignments.
  - You may load talks prior to your presentation day e.g. you may load slides on Thursday for a talk that takes place on Saturday. **Please specify your session date and title to the technician.**
  - Be sure to test your presentation, paying particular attention to images, audio, and video
- Audiovisual specs on site:
  - Windows 10
  - MS Office pro plus 2019
  - Windows Media Player 12.0.19041.746
  - VLC Media Player 3.0.11 Vetinari
  - Video: Windows Media Player plays most video, but the VLC Player is more reliable and it will play every video format.
  - The audiovisual projection system will include a Personal Computer (PC). We are unable to accommodate speakers’ laptops. **No Macintosh computers or adapters will be available.**

### **Important Reminders**

- Date and time: Talk times are listed in the [detailed program](#).
- Registration: All presenters are required to register and pay in full for the meeting.
- Deadline to change author details: All author/presenters changes should be made in the [online abstracts system](#) by **May 1, 2022**. The submitter is responsible for providing accurate information for all authors and failure to do so may result in an author’s name being removed from the program.

For inquiries, email [education@canorth.org](mailto:education@canorth.org). See you in Quebec!