2024 Speaker Guidelines

Deadlines:

- **May 1:** Deadline to change author and presenter details. *Note: 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.*
- **May 15:** Deadline to complete Conflict of Interest Disclosure form. Authors who do not submit disclosure information will be removed from the program. *Note: Only presenting author is required to disclose.* If the disclosure button is **RED** once logged in, click on it to complete and submit your form. If the button is **GREEN**, you have completed this step and already submitted your form.
- **June 5:** Deadline to upload slides to speaker platform. Your unique link will be emailed to you in early May.

Registration: All presenters are required to register and pay in full for the annual meeting.

Your Presentation Date and Time:

- All talks will be presented in-person, in Halifax, Nova Scotia.
- Please refer to the detailed online program for you presentation time. You can search/filter by your last name and scroll through the days to view the date and time of your talk(s).
- *Note: We have made every effort to schedule talks to allow authors with multiple presentations to travel between sessions and present without time conflicts. Please contact education@canorth.org with any concerns.*

Length of Presentations:

- For podium (abstract) presentations: 6-minute presentations, 3-minutes for discussion. Strict adherence to time limits will be enforced.
- For Symposia/ICL/Other Sessions: Length at the discretion of the session moderator. See online program.

Instructions for ALL Presenters:

- An annual meeting PPT slide template is available should you wish to use it for your presentation.
- **Mandatory:** To be compliant with Royal College accreditation, each talk must include a statement of financial disclosure. A sample slide is provided in the downloadable template above. If there is nothing to disclose, please state this.
- **NEW! We encourage presenters to include a final summary slide containing 2-3 self-learning tips/resources at the end of their presentation, related to their talk topic.** E.g. scientific papers, upcoming conferences, books, podcasts, etc.

Format Instructions:

- Bring a copy of your PowerPoint presentation ("talk") on a USB drive. Email yourself a backup copy. A Speaker Ready Room will be available on-site.
- **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.
- Avoid live links in talks. Internet connection is unlikely to be available on the presenter laptops.
- 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.

Uploading your talk: Slide decks must be uploaded to our system **by June 5.** Your unique link will be emailed to you in May.