

CZC 2014 - Instructions for Oral Presentations

- The standard A-V package available in each session room includes:
 - o LCD projector
 - o Screen
 - o Laptop PC computer
 - o Laser pointer
 - o Podium and/or Lapel microphone
- Seats will be set aside for presenters at the front of each meeting room to facilitate the transition between presentations.
- Oral presentations will be *limited to 15 minutes* with a five-minute discussion period. A volunteer in the room and/or the session chair will use a yellow flag at the 13 minutes mark to indicate that 2 minutes are left in the allotted presentation time; a red flag indicates that your time is used up (at the 15 and 20 minutes marks).
- ***Your cooperation in staying within the time limit is critical. A session that extends beyond the allocated time can adversely affect the next session, and can also be frustrating to conference participants who want to attend specific talks.***
- For speakers using computer presentations, please note:
 - o It is **mandatory** to upload your presentation onto the computer in the Speaker Ready Room **the day prior to** the session in which you are speaking.
 - o Please label your presentation file with your paper number (see Final Conference Program for your session).
 - o Only PC compatible **PowerPoint®** presentations will be accepted.
 - o Only computers provided by the conference can be used.

The Speaker Ready Room (Level Two, WTCC) will be available from Monday morning onwards to upload PowerPoint® presentations. A volunteer will be available to assist you.

Any presenter planning to have a video or requiring an Internet connection during their presentation should advise Chantel Nixon (czcadmin@dal.ca) as soon as possible of the exact format and other technical requirements.

CZC 2014 - Instructions for Poster Session

There will be a designated poster viewing session for all delegates on Tuesday (June 17th) from 5:00-7:00 pm (cash bar and snacks will be available), in Room 100, Level 1, WTCC. All presenters are requested to be at their posters during this time.

- Posters can be put in place in the designated location (Room 101) from Monday noon onwards. Posters **must** be in place by 4:30 pm on Tuesday (June 17th) at the latest. Poster presenters are encouraged to leave their posters up until after lunch on Wednesday, June 18th at which time they must be removed.
- Authors of poster abstracts have been assigned a poster number (see the Final Conference Program) and this will correspond to your assigned location on the poster boards.
- Poster mounting boards are 3'9" high x 7'7" wide (1.19 x 2.35 meters). **MAXIMUM SIZE OF POSTER (either portrait or landscape orientation):** 3'9" high x 3'8" wide (1.19 x 1.17 meters)
- When designing your poster, remember that attendees may be viewing it from a distance beyond 3 feet.
- Presenters can use male Velcro® or pins (please provide your own) to set up posters.
- No audio-visual equipment is allowed in poster sessions.
- Stay with your poster during author attendance times.