

## 2017 Canadian Stroke Congress Presenter Guidelines Oral, Brief Communication, Brag and Steal Presenters

All presenters **MUST register** for the Canadian Stroke Congress, and complete a **Declaration of Conflict of Interest Form**.

All **Oral, Brief Communication and Brag and Steal Presenters** are also required to fill out **two (2) disclosure slides** (in compliance with the accreditation guidelines).

**Note:** All presenters **MUST** visit the Speaker Ready Room (Glen 210) to upload their slides **AT LEAST 4 hours** in advance of their presentation (no slides will be uploaded in the presentation room).

All presenters should arrive 15 minutes in advance of the start of their session to take a seat in the front row and meet the session Chair. The Chair will introduce each presenter when it is their time to present.

### Brief Communication

**Brief Communication Presenters**, are asked to prepare a **maximum of 3 PowerPoint** slides to present their brief communication designed for 16:9 WXGA resolution (1280 x 800 or 720P), to be presented in an assigned Plenary or Breakout session. The presentation which would include the two (2) pre-submitted disclosure slides and the three (3) presentation slides must be done within **3 minutes maximum** followed by 2 minutes for questions.

### Oral Presentation

**Oral Abstract Presenters** are asked to prepare a **maximum of five (5) PowerPoint** slides designed for 16:9 WXGA resolution (1280 x 800 or 720P) for their presentation. The presentation which would include two (2) pre-submitted disclosure slides and the five (5) presentation slides must be done within **8 minutes maximum** followed by 2 minutes for questions.

### Rehabilitation Brag and Steal Presentations

**Rehabilitation Brag and Steal Presenters** are asked to prepare a **maximum of 3 PowerPoint** slides designed for 16:9 WXGA resolution (1280 x 800 or 720P) for their presentation in the Rehabilitation Brag and Steal session. The presentation which would include **two (2)** pre-submitted disclosure slides and the three (3) presentation slides must be done within **3 minutes maximum** followed by 2 minutes for questions.

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**How to set your presentation to 16:9 ratio:**

All presentations should be of **16:9 ratio** in order to accommodate the wide projection screens in the session rooms. You can set your ratio in PowerPoint by going to the Design Tab, select Page Set Up, in the “Slides sized for:” Dropbox, select On-Screen Show (16:9).

**Onsite Presentation Upload / Speaker Ready Room**

**Please visit the Speaker Ready Room (Room- Glen 210)** to upload and review your PowerPoint presentation slides at least 4 hours **BEFORE** your presentation (preferably the day prior). **No slides will be uploaded in the meeting room.**

**Note:** Please keep a copy of your presentation with you on a USB stick when you proceed to your presentation in case there are any issues with the transfer of the files to the session room. Your presentation can then be reloaded in the actual presentation room if necessary.

**LOCATION:** Calgary TELUS Convention Centre, Room – Glen 210

**HOURS:** Saturday, September 9 - 0700 - 1730 hrs  
Sunday, September 10 - 0700 -1730 hrs  
Monday, September 11 - 0700 - 1200 hrs

**Presentation schedule:**

Presentations may be in the language of your choice (English or French). Simultaneous Interpretation will **not** be available.

**Saturday, September 9<sup>th</sup>**

09:30 am - 10:30 am – Oral Presentations – Basic Biomedical  
02:00 pm – 03:00 pm – Brief Communication – Stroke Rehabilitation

**Sunday, September 10<sup>th</sup>**

10:00 am – 11:30 am - Oral Presentations - Stroke Prevention  
03:30 pm – 05:00 pm - Oral Presentations - Acute Stroke Care

**Monday, September 11<sup>th</sup>**

08:30 am – 10:00 am – Brief Communication – Acute Stroke and Prevention  
08:30 am – 10:00 am – Oral Presentations & Brief Communications – Stroke Health Systems  
08:30 am – 10:00 am – Stroke Rehabilitation Oral Presentations & Brag and Steal  
10:30 am – 12:00 pm – Top Breakthroughs – Oral Presentations