

Guidelines for Oral Presentations

Languages:

The official languages of the Symposium are English and French. Simultaneous translation between the two languages will be available during all oral presentations.

Biography and photo:

You are kindly required to provide the Secretariat with a short biography (maximum 1/2 page) in English or French and a photo by **March 10th, 2008**. Your biography will be posted online and serve as your introduction at the symposium. The photo should meet the following specifications to be used for the Symposium website: high resolution and, jpg or .tif format.

Presentation:

Below are some guidelines we would like to suggest to speakers when creating your presentation:

- Please use digital presentations, PowerPoint is our preferred software. If you will be using different software, please contact us to verify compatibility.
- Avoid large distracting logos
- Use plain fonts, preferably 16 point or bigger
- Scanned images can look fuzzy, please ensure they are readable from a distance when enlarged
- Avoid busy slides with too many bullet points, no more than five or six is recommended
- Too little is better than too much.

Some suggestions for an effective delivery:

- Remember the diversity of your audience. Participants will be there to learn from you the major developments/trends in your subject, however this will be a very diversified audience and they may not all know your subfield's jargon or history as intimately as you.
- Presentations should be technical and informational, not sale pitches. You are welcome to provide sales literature at an exhibitor booth, and to discuss products and services in off-line networking conversations.
- Present your content; do not read it.
- Speak slowly and clearly.

The room setup for the Canadian Biosafety Symposium will include the following:

- Podium
- Your choice of: podium microphone, lapel or hands-free microphone
- Laser pointer and remote to change slide (combined)
- Computer with monitor
- LCD projector

If you will be running movies, please indicate this when you submit your presentation and the necessary equipment will be provided.

Preloading PowerPoint Presentations

Please email a copy of your Powerpoint presentation to biorisk@icid.com by May 19, 2008 (2 weeks before the symposium). Due to the technical nature of the presentations, this will allow the interpreters time to research and familiarize themselves with the terms in your presentation prior to delivery. Should there be any changes to your presentation, please note that the final version must be submitted at the registration desk the day prior to your scheduled presentation. Presentations can be on a CD-ROM or a USB stick.

If you are unable to send your presentation by May 19, 2008, please hand in the electronic version and two hard-copies of your presentation at the registration desk the day prior to your scheduled presentation. You will not be allowed to use a presentation that you simply bring along to your session.

Number of speakers

Please note that only one author can be designated as a speaker for a given presentation, multiple presenters will not be accepted. Speakers will receive complimentary conference registration; however speakers must pay for all hotel costs.

Presentation Schedule

The date and time of your oral presentation will be announced in the abstract acceptance letter.