



**WORLD CONFERENCE ON
DROWNING PREVENTION**

VANCOUVER
OCTOBER 17 – 19

2017

Share Globally, Prevent Locally

PRESENTER'S INFORMATION PACKAGE

WWW.WCDP2017.ORG

PRESENTER'S INFORMATION PACKAGE

BACKGROUND

The Conference Organizing Committee would like your conference presentation experience to be successful and enjoyable. In order to help your presentation run smoothly and to address many of the logistical questions you may have, this information package has been developed detailing:

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FOLLOWING GUIDELINES

Please take the time to read this information. If you have any further questions please do not hesitate to contact Emily Witter, Conference Secretariat on info@wcdp2017.org or Phone +1 (604) 299-5450.

Presenters are assumed to have read the Information Package and be willing and able to provide the required presentation items by their due date. Presenters who fail to submit their required items by the due date risk being removed from the program at the discretion of the Conference Organizing Committee.

1. FORMAT AND TIMING FOR PRESENTATIONS

PRESENTATION FORMATS	PER PRESENTATION	
	PRESENTATION TIME	QUESTION TIME
PLENARY	15-30 MINUTES	5 MINUTES
CONCURRENT SESSIONS	12 MINUTES	3 MINUTE Q&A
POSTER	POSTER SESSIONS HOSTED DURING MORNING BREAK, LUNCH, AND AFTERNOON BREAKS	
	SESSION 1 - TUESDAY, 17 OCTOBER 2017 SESSION 2 - WEDNESDAY, 18 OCTOBER 2017 SESSION 3 - THURSDAY, 19 OCTOBER 2017	

Strict time schedules will be followed. **Please ensure that you keep to time.**

If you exceed your allotted presentation time, you will be required to stop your presentation immediately. Presentations are run in parallel sessions and it is critical that they start and finish simultaneously.

You will be reminded at set times during your presentation of how much time you have remaining. A coloured card management system will be used:

- Yellow Card** – 2 minutes to go
- Red Card (and Bell)** – Your presentation time is now over

It is important for all presenters to time themselves in a trial run of their presentation and adjust the presentation as needed.

KEEPING TO TIME:

The intention is not to be harsh or unsympathetic, but rather to ensure ALL speakers are given a fair opportunity to present their work. Additionally, it is of the utmost importance that the audience gets every opportunity to attend the presentations they feel are most beneficial to their needs. As multiple sessions are run in parallel, not adhering to strict time limits will prevent audience members moving between sessions and reduce the presentation times of subsequent presenters.

2. CONFERENCE PROGRAM OUTLINE AND DRAFT PROGRAM

A copy of the draft conference program will be circulated shortly based upon presenters reviewing their abstracts (as outlined in the processes below) and the confirmation of other presentations.

Please note presentations may be upgraded to another format based upon program availability and space. Presenters will be advised prior to the conference if this occurs.

The conference organizers reserve the right to change the date, time and location of your presentation if required.

3. POWERPOINT PRESENTATIONS

PowerPoint should be utilized for all oral presentations.

Presenters will need to upload their PowerPoint Presentation/s onto the Presenter App by September 29, 2017 at the latest.

File Format:

Microsoft PowerPoint 2016 (ppt) or earlier is preferable, however Mac Keynote 2016 is acceptable

Videos:

For Plenary and concurrent presenters who wish to include embedded media/movie/audio files in their presentation, please note that, in addition to your PowerPoint presentation, you will also need to submit the actual media files. We strongly recommend using .WMV format for video files. MPEG3 or MPEG4 may also be accepted.

It is the responsibility of each presenter to ensure they review their presentation with the audiovisual operator at the Presenter's Check In to make sure the presentation works with all embedded links.

Suggestions for PowerPoint Presentations:

- PowerPoint should be submitted in a 16:9 Widescreen format.
- The title slide should identify the presentation name, all contributing authors and their affiliation(s).
- Ensure there is good contrast between background colour and text e.g. dark text on a light background.
- Avoid using colours that 'vibrate' against each other (e.g. red on green)
- Use a clear and standard sans-serif font like Arial. If a non-standard font is used, please embed the font within the presentation or be prepared to provide the font on a USB drive.
- Titles are to be no smaller than 36 points.

Suggestions for PowerPoint Presentations (cont'd):

- Body text should be at least 24 pt with 32 pt as a preferred standard.
- No more than 6 to 8 words per line.
- Ideally no more than 6 lines per slide.
- We recommend using no more than 12 slides - including title and closing, in a 15 minute presentation
- Use upper/lower case text (all capitals are too hard to read).
- If graphs/graphics are too detailed or condensed they should be converted to a more suitable format.
- Avoid using clip-art.
- Avoid clutter by using too many pictures.
- All pictures should be inserted directly in the presentation to avoid the need to change files. Pictures should be inserted as JPEG files to maintain quality while minimizing memory requirements.
- Please do not include audio sounds such as bells, whistles, zooming sounds etc.
- Be sure to check spelling and formatting.
- Test your presentation on screen for speed, timing, etc.

Presentation Considerations:

- Organization:** PowerPoint presentations will be loaded onto the session room computers at 7:30am each day to allow for time if a problem occurs.
- PowerPoint Changes:** If you need to make changes to your PowerPoint presentation after submission you will need to re-supply your full presentation at the Presenters' Support Centre the day prior to your presentation for pre-loading and checking. You will be asked to verify your presentation on a local computer. The presentation will be transferred but it will take time. Please allow for this and for the time required to validate your presentation.
- Single Projection:** Please note that only single projection will be available.
- Overheads/Slides:** An overhead projector and slide projector will NOT be available. Data projection only.
- Adapters:** Presenters must supply their own output adapter to connect Mac or any other display port.

4. ONSITE PRESENTER LOGISTICS

Conference Registration: Onsite Conference Registrations will commence from Saturday, October 14, 2017. With the large number of delegates attending the conference we are requesting that presenters register on the Saturday, Sunday or Monday in the lead up to the conference to allow time to confirm your presentation.

DATES	TIMES	LOCATION
SATURDAY 14 OCTOBER	8:00 AM - 9:00 AM	WESTIN BAYSHORE HOTEL LOBBY
SUNDAY 15 OCTOBER	8:00 AM - 10:00AM & 3:00 PM - 6:00 PM	
MONDAY 16 OCTOBER	8:00AM - 6:00 PM	
TUESDAY 17 OCTOBER	7:30 AM - 5:00 PM	
WEDNESDAY 18 OCTOBER	7:30 AM - 5:00 PM	
THURSDAY 19 OCTOBER	7:30 AM - 12:00 PM	

Presenters' Support Centre: The Presenters' Support Centre is open throughout the conference to assist with any logistical and or audiovisual questions you may have. The centre is also the perfect place for presenters to practice their presentations.

DATES	TIMES	LOCATION
SUNDAY 15 OCTOBER	10:00 AM - 5:00 PM	WESTIN BAYSHORE HOTEL LOBBY
MONDAY 16 OCTOBER	9:00 AM - 5:00 PM	
TUESDAY 17 OCTOBER	8:00AM - 6:00 PM	
WEDNESDAY 18 OCTOBER	7:30 AM - 5:00 PM	
THURSDAY 19 OCTOBER	7:30 AM - 5:00 PM	

On the day of your Presentation: Please arrive at your presentation room well before the start of the session. There you will meet the session chair and check in with the staff member assigned to the room. Failure to arrive in time may result in your presentation being cancelled.

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Please do not take your PowerPoint presentation directly to the presentation room to upload as it will not be accepted.

Conference Presentation Rooms: There will be an audio-visual operator in constant attendance within each presentation room.

Each room will be equipped with the following audiovisual equipment:

- Lectern, microphone and speaker's table.
- Data projector and laser pointer.
- Networked laptop preloaded with Microsoft PowerPoint and Windows Media Player.
- There will be no provision for presenters to connect their own laptop. This will ensure the optimum presentation environment.

Please note the following audiovisual details:

- Microphones will be on at all times so there will be no need to switch them on and off.
- In the unlikely event of a technical problem, including power outage/black-out, the audio-visual operator will attend to it. The problem will be fixed as soon as possible. While the issue is being attended to, presenters are to continue with their presentation.
- The session chair will time each presentation. Please ensure that you keep to the program timetable.

5. POSTER GUIDELINES

Poster Sessions:

Poster Sessions have been designed to provide a forum for informal discussion. With the significant number of posters to be presented, posters will be on display during the conference based upon a rotation system.

Rotating Poster Sessions will be based upon three rotations. Each session will be hosted in conjunction with morning, lunch and afternoon breaks. Posters Session details are as follows:

POSTER SESSIONS	POSTER SET-UP TIMES (by presenter)	POSTER TAKE DOWN TIMES (by presenter)
Session 1 TUESDAY, OCTOBER 17	7:00AM-8:00AM	6:00PM-7:00PM
Session 2 WEDNESDAY, OCTOBER 18	7:00AM-8:00AM	6:00PM-7:00PM
Session 3 THURSDAY, OCTOBER 19	7:00AM - 8:00AM	6:00PM - 7:00 PM

Authors/presenters will need to be available to discuss their poster presentation during their nominated poster session.

Poster Specifications:

- **Poster Orientation** – Portrait
- **Maximum Size** – 850mm Wide and 1200mm High (A0 poster dimensions)
- **Format** – The poster display can be formed from a large printed sheet of poster paper. Laminate is recommended.

If travelling by plane it is suggested to roll your poster and transport by carrying tube.

Poster Set Up:

Material backed partitions will be used to display posters, with the appropriate fixing materials (Velcro) provided at the Presenters' Support Centre.

Posters will be displayed according to their nominated poster session and poster number indicated in the Conference Program and Proceedings Booklet. Please be sure to set up your poster presentation as per the nominated session and on the partition board displaying your number.

If you have any questions on the day please make your way to the Presenters' Support Centre.

Please note: The Conference Secretariat is not responsible for any poster material set up or poster material left at the conference. The set up and take down of the displays is solely the responsibility of the presenter. Please visit the Presenters' Support Centre for further assistance.

Poster Guidelines:

- In preparing your poster, you should not attempt to detail your entire research, project or program.
- Present only enough data to support conclusions or to explain the relevant point(s).
- Data should be kept to a minimum in favour of diagrams and photographs. Aim for a simple message in an eye-catching manner.
- All text, photographs and diagrams should be legible at a distance 1.5m. Titles should be 24pt minimum.
- All text must be in English.
- Be simple and direct in your poster presentation. Use short phrases and "bulleted" text through the poster.
- Avoid long narrative paragraphs.
- Layout – arrange the poster panels for logical flow from top left to lower right of the board.
- Bring a supply of business cards or other forms of identification and contact details to hand out during your nominated Poster Session. This is a quick way of distributing your name and address to interested attendees.

6. AWARDS: BEST CONFERENCE ABSTRACT/PAPER, POSTER, TRADESHOW DISPLAY AND PEOPLE'S CHOICE

Awards will be presented at the closing session of the conference for the Best Conference Abstract / Paper, Best Poster, Best Tradeshow Display and the People's Choice Award.

Members from the Conference Organizing and Thematic Review Committees will form the Award Selection Committee and will review presentations based upon pre-determined criteria in addition to the following award conditions.

To be eligible for consideration, presentations must adhere to the following award condition; must be presented at the World Conference on Drowning Prevention 2017.

7. MARKETING AND MEDIA

By submitting your abstract, you have confirmed that the conference organizers may publish your abstract in the Conference Program and Proceedings Booklet in both hard copy and/or electronic format. Reference to yourself or your abstract may also be used within marketing material to promote the conference. A media consultant will be on site who may wish to contact you due to interest from media bodies.

8. DESIGN AND PRINT SUPPORT

If you would like to have your poster designed and printed in Canada prior to the conference please contact GG media lab at hello@ggmedialab.com for rates and additional information.

9. CONTACTS

If you have any questions please do not hesitate to contact us as follows:

Emily Witter

Conference Services Coordinator – ILS World Conference on Drowning Prevention

LIFESAVING SOCIETY CANADA

c/o 112-3989 Henning Drive Burnaby, BC V5C 6N5

+1 604 299 5450 | @WCDP2017 | wcdp2017.org