Presenter Guide

General

- Consult the website cawq.ca for updates on documents.

- You are invited to bring copies of your full paper to the conference to distribute them to interested people.

- Only cash or a cheque will be accepted on the day of the conference.

- Registration and payment can be done online through the CAWQ website.

- At least one of the authors for a paper or poster must be registered in order to include your paper in the conference proceedings.

- The program is on the website. Please review your title and authors to ensure that they are correct.

Oral Presentation Guidelines

- PowerPoint presentations are the only accepted form for presentation. Please send your presentation to elsayed.elbeshbishy@ryerson.ca **by Feb. 19, 2018**.

- The filename of the presentation should be the surname of the first author_CAWQ2018, e.g., Elbeshbishy_CAWQ2018.ppt.

- Please prepare one slide (first slide of your presentation) to introduce yourself. This slide can include, but is not limited to, your name, picture, title, affiliation, and short bio. Introductions should be very brief.

- We will have computers (PCs) and digital projectors in each of the rooms.

- Bring your Powerpoint presentation on memory stick as a backup.

- We prefer to use our computer systems; do not bring your portable computer.

- Presentations will last for a maximum of 15 minutes (12 min presentation and 3 min for questions). This maximum time limit will be **strictly** observed.

- If you have any special requirements for your presentation please inform us in advance.

Poster presentations guidelines

- Poster displays will be limited to a size of 40 in x 60 in.

- Displays are requested to be put up before 1:00 pm; poster boards and tacks will be available in the poster area. Authors are requested to attend their poster session as specified in the conference agenda. Assistants will be available to help you setup your poster.

- The poster area is located in the main conference room "BALLROOM west" across the buffet area.