

Presenter Guide

GENERAL

If you have not done so, confirm receipt of this email to rldroste@uottawa.ca, your attendance and any corrections.

Consult the website CAWQ.ca or ACQE.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 on the above websites. **Please register** for the conference **on the website** and encourage your colleagues who will attend to register on the website.

At least one of the authors for a paper or poster must be a paid registrant to be listed in the proceedings when they are posted.

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

Ensure the following:

The correct presenter is underlined.

If an oral presenter is a student competing for the Jones award, an asterisk (*) should be after the name

The title of the paper is correct

ORAL PRESENTATION GUIDELINES

Powerpoint presentations are the only accepted form of presentation. Send your presentation to rldroste@uottawa.ca by **October 24, 2009**.

The filename of the presentation should be the surname of the first author CAWQ or ACQE, e.g., Droste CAWQ.ppt.

Also send a brief bio to be given to the session chair. Introductions will not exceed a couple of minutes. Use a filename of Your Last Name Bio.doc to identify your document.

We will have computers and digital projectors in each of the rooms.

Bring your Powerpoint presentation on disk or 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 20 minutes. This maximum time limit will be **strictly** observed. Each presentation will be followed by a 5 minute discussion period to allow the other 5 minutes for traveling to another session..

If you have any special requirements for your presentation please inform me.

POSTER PRESENTATIONS

Poster displays will be limited to a size of 1.2 m x 1.3 m. Displays are requested to be put up by 0830; poster boards and tacks will be available in the poster area. Authors are requested to attend their posters from 1145-1215. Assistants will be available to help you setup your poster.

The poster area is in the entrance foyer in the SITE building.