



VANCOUVER
JUNE 6-8
DU 6 AU 8 JUIN **2024**

Speaker Guide

Thank you for agreeing to speak at the CPS Annual Conference 2024.

We are delighted to welcome you and hope you enjoy and benefit from your participation in the program. Working closely with you is a high priority for us. If you have any questions or need assistance with your presentation, please contact meetings@cps.ca

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Speaker Responsibilities

Speaker Agreement and Disclosure

Confirmed CPS conference speakers are required to complete their [Speaker Agreement and Disclosure Form](#) within one week of confirming their availability to present. Speakers will also be required to provide a colour headshot (photo).

Conference Registration

All conference speakers receive a complimentary registration to the conference which provides access to all conference proceedings from Thursday, June 6 to Saturday, June 8.

- You will need to register for the conference.
- You will be provided a code to register as complimentary.
- Additional costs are the responsibility of the speaker (e.g., social events).

These steps ensure receipt of your conference badge, which you will need to access session rooms and conference functions. **REGISTRATION WILL BE OPEN JANUARY 2024**

These items are to be supplied via the following registration link: <https://na.eventscloud.com/ereg/index.php?eventid=761249&>.

Deadlines

As a conference speaker, you have not only agreed to present but also to provide information by specific deadlines. To execute a conference of this scope and size, your compliance with the deadlines below is most appreciated.

Due Date	Action	Details	Applicable Speakers
One week after confirming availability	Speaker and Disclosure forms	Complete the online Speaker Agreement and Disclosure forms.	All
Jan 30, 2024	Headshot and Biography	Instructions on how to submit will be emailed to speakers.	All
Mar 6, 2024	Hotel & Travel Arrangements	Travel bookings must be made through the CPS official travel agent. An email will be sent to applicable speakers.	General Sessions, Subspecialty Sections
Mar 14, 2024	Registration	You will be provided a code to register as complimentary.	All
May 31, 2024	Handouts	Information on how to submit will be emailed to speakers.	All
June 3, 2024	Presentations	Information on how to submit will be emailed to speakers.	All
June 28, 2024	Expense Form	Expense forms will be emailed following the conference to applicable speakers.	General Session, Subspecialty Sections

Speaker Resources

Updates and important information are available through the conference site. Please check the site periodically for announcements, reminders, and other late-breaking information. The conference website can be accessed through <https://na.eventscloud.com/website/62313/>.

Speaker Travel and Expenses

Expense Coverage

The CPS Annual Conference has adopted the following policy on speaker expense approval and reimbursement. Expense coverage, including complimentary registrations, are non-transferrable.

Proposal Speakers:

A proposal speaker is defined as a presenter whose general proposal was submitted to and accepted by the Annual Conference Committee. A proposal speaker receives complimentary conference registration. Proposal speakers must pay for additional costs outside of usual registration fees, such as attendance at social events. Proposal speakers will be required to pay for travel, accommodation, and all other out-of-pocket expenses.

Invited Speakers:

An invited speaker is a speaker who has not submitted through the general proposal process. Invited speakers approved by the Annual Conference Committee will be reimbursed for the following expenses:

Expense	Maximum reimbursement	
	Non-Local	Local
Airfare & Train	Lowest economy fare with seat selection/\$950 maximum, fees to check 1 piece of luggage	-
Ground Transportation	Up to a maximum of \$150	\$50
Hotel	1 night's reservation at the conference hotel: Hyatt Regency, at the conference rate*	-
Meals	Up to a maximum of \$75/day	Up to a maximum of \$75/day
Conference Registration	Waived	Waived
Parking	-	\$50

*If presenting on more than one day, this can be adjusted accordingly to a maximum of two nights.

Expense Form

Expense forms will be emailed following the conference to applicable speakers. Completed expense forms must be accompanied by all detailed receipts and submitted to the CPS Education Department meetings@cps.ca within 30 days of your presentation date, and no later than **June 28, 2024**.

Travel Arrangements

Air travel is covered for **invited** speakers when booked through Plus Travel Group, the only CPS designated travel agency. **Travel arrangements made by any other means will not be reimbursed by the CPS.** CPS will be billed directly from Plus Travel Group for your air travel. For speakers outside Canada and the U.S., see international travellers below.

The most economical means of travel available must be booked. To take advantage of the best fares, **contact Plus Travel Group at least 30 days before booking a flight.** Not booking within this 30-day period means a speaker will pay the difference for any higher fare. Also, if the cost of an airline ticket exceeds \$950, the speaker may be asked to use a complimentary (comp) ticket. Passengers using comp tickets cannot be upgraded to first class and do not earn mileage. The CPS appreciates your cooperation and understanding of our need to control expenses. CPS will also reimburse the cost of one checked bag (maximum of \$25).

Travel arrangements must be booked by March 6, 2024.
Details will be sent to applicable speakers by email in February.

Plus Travel Group (Designated Travel Agency)

Lori Martin
Senior Travel Consultant
Direct: 416-309-8610
lori.martin@plustravelgroup.com

Notes:

- Travel must be approved by CPS.
- Once an airline ticket is issued, any costs incurred for changing an itinerary for personal reasons are the speaker's responsibility. This includes changes to accommodate non-CPS meetings taking place at the conference. The CPS **does not** cover cancellation insurance or the travel expenses of accompanying guests. All exceptions to policy or requests to change an airline ticket are reviewed by CPS staff on a case-by-case basis.
- Plus Travel Group can also book airfare for your family using your personal credit card.

International travellers

Invited speakers travelling to the CPS conference from outside of Canada and the U.S. are **not** required to book through the CPS travel agent. The CPS will reimburse airfare to a maximum of \$1000 (Canadian) when an itemized receipt from the airline is provided. Speakers are responsible for paying the difference for airfares exceeding \$1,000.

Ground transportation

The CPS covers the lowest fares available to invited conference speakers travelling to the CPS annual conference by train or bus. First class train travel on a short run (e.g., Ottawa-Montreal, Toronto-Montreal) where costs do not exceed economy airfare will be considered. **Rental car fees and limousine service are not eligible for reimbursement.**

Personal car expenses are reimbursed at the rate of .55¢ per km to a maximum cost of economy airfare to the same destination. When an event is held in their hometown, speakers may claim to a maximum of \$50.00 per day for car or other ground transportation expenses.

The CPS covers transportation which includes taxi or personal car expense with appropriate original receipts and as per the CPS Travel Expense Form.

Hotel

For **invited** speakers living outside of Vancouver who require hotel reservations, the CPS covers room costs and taxes for one night at the official conference hotel:

Hyatt Regency Hotel (conference rate: \$329/night) a second night's stay may be covered depending on where speakers are travelling from and available flights.

To make your reservations please contact Desarae Davidson desaraed@cps.ca starting in **January 2024**. Book as early as possible and no later than the cut-off date of **May 6, 2024**. Reservations in the conference hotel cannot be guaranteed after the cut-off date.

CPS will be billed directly from the hotel for your one-night reservation.

Meals and Incidentals

Meals and incidentals are covered for **invited** speakers for two days when itemized receipts are received. The day of your talk and the day prior or after will be reimbursed via the CPS Travel Expense form. Meals may be reimbursed for additional days when pre-approved by CPS and itemized receipts are received.

Meal costs are reimbursed as follows as per the CPS Travel Expense Form.

The CPS **does not** reimburse costs for alcoholic beverages or for alternate meals when a scheduled meal is provided (e.g., for a luncheon symposium or trade show lunch).

COVID-19 Protocols

The CPS will follow provincial government guidelines for COVID-19 that are in place at the time of the conference.

Content Development

Consider the following as you develop your presentation.

Target Audience

Your presentation should have some information for each of the following target audiences:

- 1) general paediatrician,
- 2) paediatric subspecialist, and
- 3) paediatric residents and medical students.

Note: Not all conference participants work in tertiary care centers.

Antiracism in medical education

As you prepare your activity, kindly make a deliberate effort to ensure that your presentation addresses and eliminates content that could be perceived as being racist, divisive, or less accessible.

Areas to address include:

1. **Language and terminology:** Is the language respectful? Does the language avoid stereotyping, microaggressions as well as terminology that may intentionally or unintentionally marginalize certain groups?
2. **Cultural sensitivity:** What are the cultural factors in the content of the presentation or activity? If your presentation covers specific cultural aspects of a group, have you considered representation with perspectives from all sides?
3. **Health disparities:** Have you considered how health disparities arise from social determinants of health and lead to adverse childhood experiences? This is because the health of some populations gets adversely affected by embedded social circumstances. Always clarify this whenever needed.
4. **Visual images:** Are the images necessary? How do the images add to the presentation? Are the images de-identified and do you have permission to share the images? Are the images representative of the populations served?
5. **Implicit bias:** Given that bias is present everywhere, have you been explicit about how your biases might affect your presentation? Be mindful of how biases may affect decision-making and mitigate biases and stereotypes that may exist. Consider adding a slide to your presentation to indicate you are open to feedback. For example:

“My commitment: I have applied a social justice lens to my work and this presentation. Language is continually evolving, so it is possible that terminology used in this presentation may be obsolete or offensive. I welcome feedback for continual improvement at _____”

For more information:

1. [Canadian Paediatric Society Antiracism Policy \(2021\)](#)
2. [Guidance on the Use of Standards for Race-Based and Indigenous Identity Data Collection and Health Reporting in Canada](#) (See glossary on page 21)

Language is continually evolving, so it is possible that terminology used in these antiracism resources may become obsolete or be offensive. We welcome feedback for continual improvement at antiracism@cps.ca.

Our thanks to the Antiracism in Medical Education Working Group of the CPS for creating these guidelines.

Session Formats

The conference offers a variety of education formats, all based on adult education principles. Each session is developed so the format and topic work together to enhance the learning experience of the participants. For accreditation purposes, all formats must include 25% interactivity. Plenary and concurrent sessions achieve this through protected time for questions and answers; workshops use case-based discussions, small group work, practice time, etc.

Session Type	Length	Presentation schedule	Attendance/Set-Up	Design/Materials
Plenary	1 hour	5 min – welcome / intro 35 min presentation time 15 min - Q&A 5 min - closing & evaluation	400-700 attendees Non-ticketed Theatre seating	Cutting edge topics Broad interest for attendees Cover the objectives as stated
Concurrent Seminar	1 hour	5 min – welcome / intro 35 min presentation time 15 min - Q&A 5 min - closing & evaluation	Approx. 75-150 attendees Non-ticketed Theatre seating	More focussed content In-depth review/update Combine brief didactic with case discussion and Q&A Cover the objectives as stated
Concurrent Workshop	1 hour	5 min – welcome / intro 50 min presentation time 5 min - closing & evaluation	Max 50 attendees Non-ticketed Seating at round tables	Case-based, small group discussion; interactive; hone a specific clinical skill; include time for practice were appropriate Cover the objectives as stated
Co-developed Sessions	1 hour and 15 min	15 min – lunch 5 min – welcome / intro 35 min presentation time 15 min - Q&A 5 min - closing & evaluation	125-150 attendees Ticketed Seating at round tables Lunch or breakfast provided	In-depth review/update Combine brief didactic with case discussion and Q&A Cover the objectives as stated

Preparation and Presentation Guidelines

Slide Format and Content

The following guidelines must be followed when preparing slide content.

Co-presenters should coordinate their presentations to avoid the duplication of material; alternatively, they can prepare a combined presentation.

Slide requirements:

- **You must include a disclosure slide** at the beginning of your presentation. Refer to the conference website to obtain a sample of the disclosure slide.
- **Beware of plagiarism and copyrighted material!** If you use any elements (e.g., pictures, charts, graphs, etc.,) that are not your original work, be sure to cite the original source. If you draw heavily on another

source, it is your responsibility to obtain permission to use it. The presenter **must** obtain written permission to use copyrighted material. For more information, download the **Use of Copyright Material in Presentations** guide from the conference website.

- **Obtain permission to use patient photographic images.** If facial pictures are used, the eyes or as much of the face as possible should be blocked to maintain anonymity, as is possible within your area of medical practice.
- **Product logos must not appear on slides.** The use of generic names should be used **in addition** to trade names.

Remember: Do not apologize for poor quality of slides. Instead, don't use them!

Helpful hints for formatting your slides:

- **Have sufficient slides to support your narrative.** For a speech as short as 10 minutes, eight slides are not enough. Give enough time between slides for people to read all content.
- **Present only one subject per slide.** Avoid detail and display only essential data. Busy slides are confusing. Use sequential slides to explain complex points. While it is tempting to include detail for the sake of accuracy, too much information reduces readability and obscures the point you are trying to make.
- **Aim for one slide per minute.** No slide should be on the screen for more than a minute; otherwise, they become hypnotic. If it takes longer to explain the slide and its concept, then the slide is too complex. Break the information up into smaller, simpler parts.
- **Aim for six words per line and six lines per slide.** Use key words, brief and concise phrasing, and no complex sentences. All slides should have a simple title.
- **Include definitions,** especially when abbreviations are used in your slides.
- **Use at least 32-point type.** Stick to two fonts throughout the presentation and use sans serifs (e.g., Helvetica and Arial) to avoid blurring.
- **Avoid CAPITAL letters:** They are hard to read and take up space. Also avoid underlining text. Bold lettering against a colored background is recommended for strong messages.
- **Ensure a high contrast between the slide background and font colour.** The more contrast the colours have, the easier it will be for audiences to read. Use a dark background with light text and graphics or a light background with dark text and graphics. Don't put text over a patterned background.
- **Avoid complex graphics and tables.** Instead, break complex diagrams into sections (one per slide) for better legibility. Use the same color combinations for all graphs and charts to avoid busy slides. Remember: A visual of any kind is only effective if it can be understood in the first 20 seconds on screen.
- **Test your slides for readability.** Make sure you can read each slide standing six feet away. Remember: time taken to decipher a slide is *not* spent listening closely to the speaker.
- **Outline your three main points in bold lettering on the last slide.** A concluding slide needs to be read in about five seconds, with focus on the speaker's verbal message. If this slide holds the audience's attention too long, the speaker's conclusion loses its impact.

Use of Copyrighted Material

Here are some general guidelines for the most common types of copyrighted works. For more information, download the **Use of Copyright Material in Presentations** from the conference website.

1. **Written Works** – There is a concept called "fair use" that is not clearly defined, but some people have used it to try to copy large sections of copyrighted works illegally. The basic concept is that you can quote another work without obtaining permission if you don't quote too much. There is no clear rule as to what "too much" is, but a guideline to use is a maximum of two paragraphs. You should always attribute the quote to the source text so proper recognition is given. If you want to use a longer portion of a written work, you will need to seek permission from the owner, which may be the author or the publisher.
2. **Drawings/Cartoons/Photographs** – Many people think that a photograph, cartoon, or drawing can be freely used once it has been published in a newspaper, book, or web site – that is not the case. Some images are released under the Creative Commons license, but there are different versions of this license, with many of them requiring attribution on the slide or even requiring you to release your presentation publicly. For some cartoons you can arrange permission through syndicates or associations that cover many artists and offer a single place to pay for usage of many works. Stock photography sites allow you to purchase the right to use a photo under the terms of the license you buy.
3. **Music** – The music industry has made the process of getting permission for use relatively straightforward through a few industry associations that arrange for permission to use entire libraries of music. The three main groups in North America are ASCAP (American Society of Composers, Authors, and Publishers – <http://www.ascap.com>), BMI (Broadcast Music Incorporated – <http://www.bmi.com/>), and SOCAN (Society of Composers, Authors, and Music Publishers of Canada – <http://www.socan.org>). You can get more information about licensing at their websites as listed above.
4. **Video/Film/TV** – Unlike music, the video industry does not have a single source for gaining permission for an entire library of works. Some organizations like Swank Motion Pictures (www.swank.com) can license collections from some production companies. In many cases you will have to approach the producer of each work to arrange permission. A production company may be willing to allow you to use any work in their library if you want to access many video segments through one agreement.
5. **Spoken Word** – In general, you need permission from the person who is speaking to use their words, either in audio or written format. In some cases, the speaker has assigned the rights to a producer or other entity, in which case you will need to find out who owns the copyright to arrange to use the work.

Handouts

Keep it simple. The purpose of the handout isn't the same as the purpose of your presentation. The presentation should be thorough and illuminating; the handout should summarize key points and drive follow-up and personal interaction.

Place an emphasis on where attendees can go for more information or how to get in touch with you, after a summary of highlights of your message and next steps. Recognizable images of people's faces may not be included in handouts. Without permission, the eyes should be blocked to protect the identity of the subject.

Your handouts will be made available to delegates through the conference app. Speakers can upload their handouts to your registration profile page. Handouts will only be made available to delegates through the conference app. **We encourage you to upload your handouts by May 31.**

NOTE: No paper handouts will be available on-site and no printing stations will be available.

Technical Preparations

Speakers must upload their presentation by June 3, 2024. More details on uploading procedures to follow.

Any changes to the presentation slides after this date, will need to update on-site in the **Speaker Ready Room** where their presentation will be loaded into the central system. **You will not be able to use your own laptop.** All presentations are transferred electronically to a speaker's assigned meeting room at the assigned time.

Projectors will provide displays at 1920x 1080 resolutions. This high-definition display will enhance the quality of your presentation by providing a bright and clear display of your presentation in the session room. To take full advantage of the widespread display, you should create your presentation in 16:9 aspect ratio. Here is how:

For PowerPoint 2010: From within PowerPoint, click on the "Design" tab. Click "Page Setup" – PowerPoint will default to slides sized for "Onscreen Show (4:3)". Change the setting to "On-screen Show (16:9)" and click OK.

For PowerPoint 2013: From within PowerPoint, click on the "Design" tab. Click on "Slide Size" in the top left corner and select "Widescreen (16:9)".

For Keynote: Open the Document Inspector and choose "Slide Size" and select "Widescreen (16:9)".

Compatibility tips

- **File size:** PowerPoint presentations should be 10MB or less. File sizes larger than 10MB will be difficult to upload and may be slow on site.
- **Embedded pictures:** JPEG (.jpg) images are the preferred file format. Resolutions higher than 72 dpi do not enhance quality; they only increase your presentation's file size.
- **Fonts:** Standard Windows installation fonts are supported for on-site use. Please embed any special fonts when saving your presentation.
- **Movies/videos:** Only movies/videos created with standard compression codes that are used in Windows will be accepted. Save movies as either MPG or AVI files. Use only standard compression codecs used by Windows. Include the actual MPG or AVI files in the folder you submit. Remember that many videos can still be effective at lower resolution. Once on site, double-check your presentation in the **Speaker Ready Room** to make sure video files work. If there is a problem, an attendant will assist you.
- **MAC users:** Save or export your presentations in a PC format (give a .ppt extension). Save movie files as MPG or AVI, NOT QuickTime. Remember to include the actual MPG or AVI in the folder with your presentation. Use common cross-platform fonts such as Arial, Courier or Times New Roman. Be sure to check your presentation on a PC before submission.

Final Steps

Upload your presentation and any supporting files (i.e., video files, graphics and pictures) to the conference site.

Bring a backup copy of your presentation and supporting files to the conference.

Naming Convention - Name each presentation file as follows, with the following information separated by underscores:

Date_Time_LastName_FirstName_ShortTitle.ppt

Example: 052623_1300_Smith_John_Dermatology.ppt

IMPORTANT! If you have two or more presentations in the same session, you must provide a separate file for each. Combining presentations in one file for the same session can cause delay and potential loss of information.

Set-Up and Equipment

Audio-Visual Equipment

All sessions will be equipped with an **LCD data projector, PC laptop, screen, podium, and microphone and standing microphone(s).**

All workshops will be equipped with an **LCD data projector, PC laptop, screen, and podium.**

NOTE: Speakers cannot use a personal laptop for their presentations.

If additional audio-visual equipment is required, a request must be sent to meetings@cps.ca at least four weeks prior to the conference. If a request is denied, speakers can work with the CPS conference staff to come up with a reasonable compromise.

Audience Polling

The polling feature can be easily incorporated into a speaker’s presentation. CPS will provide information in May on the use of the polling feature.

Speaker Ready Room

A Speaker Ready Room is designated in the hotel for the use of speakers onsite during the conference. Several computers will be available for you to review your presentation. Computers are equipped with Microsoft PowerPoint presentation software. There are no printers or copy machines available. AV technicians will be available to assist with any issues.

Speakers may bring their presentation on-site to the Speaker Ready Room where they can make changes/additions to their presentation.

If your presentation date/time is...	Then your scheduled check-in time is...
Thursday, June 6 between 0700-1200	Wednesday, June 5 between 1200-1900
Thursday, June 6 between 1200-1800	Thursday, June 6 between 0700-1200
Friday, June 7 between 0700-1200	Thursday, June 6 between 1200-1900
Friday, June 7 between 1200-1800	Friday, June 7 between 0700-1200
Saturday, June 8 between 0700-1200	Friday, June 7 between 1200-1900
Saturday, June 8 between 1200-1730	Saturday, June 8 0700-1200

If this is not feasible, bring your presentation to the Speaker Ready Room no less than two hours before your presentation. If you cannot work within these times, contact us at meetings@cps.ca.

Speaker Ready Room location: Queen Charlotte A/B

Speaker Ready Room hours

Wednesday, June 5 – 1200-1900

Thursday, June 6 to Saturday, June 8 – 0700-1700

Presenting

Arrive at the meeting room no later than 15 minutes before your session is scheduled to begin. **KEEP ON TIME.** To be respectful of other speakers, do not exceed your allotted time.

On going over your time

There's never enough time to get your message across. Even Fidel Castro, famous for giving six-hour speeches, had plenty more to add. If you're given 8 minutes, take 8 minutes minus 7 seconds, not 9 minutes. The extra minute doesn't make that much of a difference in how much you are able to communicate. In fact, it's the non-verbal communication we remember; and if you are rushing, apologizing, and stepping on the toes of the person after you, that's what the audience will take away.

Remember to exit out of your presentation if another speaker follows you. If you are the last speaker, do not close your presentation until the question-and-answer period has ended.

Room Monitors

A CPS Room Monitor will be assigned to the room to assist with your session. Their role is to monitor your session, room attendance, conduct attendee counts and assist with any audio-visual issues. He/she will stay for 10 minutes after the session starts.

Promotion and Engagement

We encourage you to promote your presence as a speaker at the CPS Annual Conference 2024 to your network of friends and colleagues.

Social media

Here are some sample messages you can post:

Sample Tweets

- I'm speaking at @CanPaedSociety #CPS2024! Join me – Register at <https://na.eventscloud.com/website/62313/>

Our handles and hashtags.

English: @CanPaedSociety

French: @SocCanPediatrie

Hashtag: #CPS2024

Facebook

- CPS Annual Conference 2024 is coming to the Hyatt Regency Vancouver June 6-8, 2024, and I will be speaking! Please join me by registering at <https://na.eventscloud.com/website/62313/>

Frequently Asked Questions

Who is my target audience?

At the CPS Annual Conference 2024, you will be instructing general and subspecialty pediatrician's, paediatric residents, medical students and other child and youth health care providers.

How many health care professionals attend the CPS Annual Conference?

Attendance varies depending on the conference timing and location. The CPS anticipates between 750-950 participants in Vancouver.

How will my session be promoted?

CPS promotes all sessions through the conference website <https://na.eventscloud.com/website/62313/> and monthly advertisements Your name, biography, session description, and handouts will be featured on the conference app.

When will I know where my session will be held?

Prior to the conference, room assignments will be added to the conference app.

Will I be quoted in the media?

Members of the media regularly attend the CPS Annual Conference. As a result, you may be contacted directly, or your session photographed or quoted for a media story. While you do have the option of declining an interview, we hope that you will look upon the press as providing another opportunity for you to disseminate important paediatric health messages to the public.

What if I have an emergency and need to cancel?

Please call Desarae Davidson at 613-526-9397 ext. 229 or email desaraed@cps.ca immediately so that a replacement for your session may be identified.

What if I have questions once I'm at the conference?

Just ask! CPS staff will be available in the Conference Office to answer any conference-related questions you may have, or they will direct you to the appropriate resource. Prior to the conference, you may the CPS Education Department at meetings@cps.ca.

Where can I get more information?

Updates and all speaker resources are available through the conference website. Please check the site periodically for announcements, forms, instructions, reminders, and other information.

Evaluations

Session evaluations are included on the conference mobile app with your presentation details. Participants will be asked to evaluate your presentation based on the following factors:

- The speaker knew the subject matter and could adequately answer questions.
- The speaker communicated in a manner that kept my interest.
- The stated objectives were met by the end of the session.
- The information presented was practical and relevant to clinical practice.
- The speaker effectively facilitated participant interaction.
- There was no evidence of bias in this presentation (e.g., industry or personal).

You may request the results of your evaluation approximately 4-6 weeks following the conference.