

Podium and Symposium Presenter Information



CIMVHR FORUM 2023

MONDAY, OCTOBER 16 – WEDNESDAY, OCTOBER 18, 2023

PALAIS DES CONGRÈS DE GATINEAU,
50 MAISONNEUVE BLVD, 3RD FLOOR,
GATINEAU-OTTAWA, QUEBEC



CIMVHR

Canadian Institute for Military
and Veteran Health Research

ICRSMV

L'Institut canadien de recherche sur
la santé des militaires et des vétérans

SESSION PRESENTATION AND ROOM INFORMATION

- Please **arrive at your presentation room 10 minutes in advance** of the session start time. When you arrive, please seek out you're the moderator, who will be at the front of the room near the podium. Kindly introduce yourself as one of the presenters and take your seat at the front of the room where there will be "**Reserved for Presenter**" seating.
- All PowerPoint presentations will be loaded onto the laptop at the podium in advance of the session. **You will not be permitted to use your own laptop or USB device.** Your session moderator will set up your presentation for you. Presentations loaded on the laptop are identified by presenter name and session number and title: **(E.g., BlogginsB_1A03_Title_17OCT23).**
- The podium has a microphone, laptop, projector, and clicker.
- For your convenience, there will be a session volunteer sitting in the front row keeping time. The timekeeper will prompt you at 3 minutes and 1 minute to wrap up. You are welcome to use your own timekeeping device for your convenience. Your presentation shall be 15 minutes with a 5 minute question and answer period immediately following your presentation (20 minutes total). Please be courteous to your fellow presenters and do not go over your allocated time.

AUDIO VISUAL RECORDINGS OF YOUR PRESENTATION AND CONFLICT OF INTEREST

- Should you wish NOT to have your presentation recorded or photographed, you must state this at the beginning of your presentation.
- You must **verbally** notify the audience of any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the program. This should be done while you are moving through your disclosure slides.

ANTI-HARASSMENT POLICY

CIMVHR Forum provides a harassment-free conference experience for everyone. Conference participants acting in a harassing way to organizers or other attendees may be sanctioned or expelled from the conference without a refund at the discretion of the organizing committee.

www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure

Should there be any changes to your presentation henceforth or if you have any other questions or concerns, please feel free to contact me at michelle.daigle@queensu.ca at your earliest opportunity.

For more information on CIMVHR Forum 2023: <http://cimvhrforum.ca/>