



# The 6<sup>th</sup> Health and Wellbeing in Children, Youth, and Adults with Developmental Disabilities Conference

## Creating Partnerships

November 7-9, 2018

## PRESENTER INFORMATION QUICK GUIDE & FAQ

**ALL ACTION ITEMS ARE DUE ON: September 28, 2018**

**Early Bird Registration Deadline: September 28, 2018**

### Presenter Action Items Checklist:

- Conference Syllabus Materials
- Disclosure of Conflict of Interest Form
- Conference Registration
- Audiovisual Requirements Form (*Concurrent Session and Plenary only*)
- Moderator Introduction Form (*If applicable—Concurrent Session and Plenary only*)
- Book your Conference Hotel Room (if applicable)

Please see instructions below for each form listed above:

### Conference Registration

**All presenters must register for the conference before September 28, 2018\***

*If you are unsure if you are a presenter or not, please see the FAQ below: What is the difference between a presenter and an author?*

*Or email Kathryn at: [kathryn.ipce@ubc.ca](mailto:kathryn.ipce@ubc.ca)*

*\*All presenters have been sent their individual registration links by email.*

Alternatively, you can complete the registration form located on the back of the conference brochure. Please mark "SPEAKER" somewhere on this form, so that our registration team can ensure you receive the correct rate.

### Disclosure of Conflict of Interest Form:

All presenters must fully disclose any affiliation (financial or otherwise) with a commercial or other industry interest that they, their spouse or close family members have with respect to information being presented at the conference. Please complete the **Disclosure of Conflict of Interest Form** and return it to our office. All presenters must disclose conflicts of interest during the presentation verbally and in the PowerPoint presentation.

### Conference Syllabus

We will be preparing a syllabus and must receive content materials for your presentation(s). You can either submit your presentation(s) as a 2-4 page summary paper or as PowerPoint slides (will be printed in handout format 6/page). **We can only receive submissions as a Word or a PowerPoint document. Please DO NOT send a PDF file.** We ask you to include the learning objectives and a list of your references. (Please note that your session will be evaluated in part on meeting these criteria.) Send your material by email to: [kathryn.ipce@ubc.ca](mailto:kathryn.ipce@ubc.ca).



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### AV Requirements

Please fill in your AV requirements:

- [Plenary Session](#)
- [Concurrent Session](#)

### Moderator Introduction

The moderator for your session will be given the biography that was originally submitted to introduce you. **IF YOU DID NOT SUBMIT A BIOGRAPHY OR WOULD LIKE TO UPDATE YOUR BIOGRAPHY** please fill in the **Moderator Introduction Form**.

### Conference Hotel

**Unless otherwise indicated in your speaker letter**, you are responsible for your own accommodation, but we have booked a block of rooms at a rate of \$150.00CAD (plus applicable taxes) at the conference hotel, The Sheraton Vancouver Airport. For more information on the conference hotel and rates, please click [HERE](#).

### **FAQ:**

**1. *What is the difference between a presenter and an author?***

You are a **presenter** if:

- You will be attending the conference to present your material

You are an **author** if:

- You will NOT be attending the conference to present your material
- You have helped to produce the material that will be presented

**2a. *Do I need to register for the conference?***

Yes, PRESENTERS must register for the conference.

**2b. *I am only able to attend my session to present, do I still need to register?***

Please email Kathryn at [kathryn.ipce@ubc.ca](mailto:kathryn.ipce@ubc.ca) and she will advise you on next steps.

**3. *What is the conference syllabus used for? How will it be distributed?***

Registrants regularly request materials such as this, so that they may focus their attention on the speaker and not be distracted by note taking. Conference participants place high value on the course syllabus. The syllabus will be distributed to the participants in paper and electronic format prior to the conference.

**4. *I do not have any conflicts to disclose. Do I still need to fill in this form?***

Yes. All presenters must complete this form. If you have no conflicts to disclose, please check the "I do not have an affiliation" checkbox on the top of the page, and the "No" checkbox at the bottom of the page. Please sign, date, and return the completed form.