



THE UNIVERSITY OF BRITISH COLUMBIA

7th Conference on Recent Advances in the Prevention and Treatment of Childhood and Adolescent Obesity

Beyond the Clinic

OCTOBER 25 - 27, 2018

THE WESTIN CALGARY | CALGARY, AB



PRESENTER INFORMATION QUICK GUIDE & FAQ

ALL ACTION ITEMS ARE DUE ON: *August 17, 2018*

EARLY BIRD REGISTRATION DEADLINE: *August 17, 2018*

PRESENTER ACTION ITEMS CHECKLIST:

- Conference Syllabus Materials
- Rapid-fire Presentation Slides (*Rapid-fire Poster Presentations only*)
- 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)

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). Please do not send it as a pdf but rather, as a Word or a PowerPoint document. 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: cynthia.ipce@ubc.ca no later than August 17, 2018 so that we may include it.

Rapid-Fire Poster Presentation Slide Submission

Please submit your slides in advance to avoid last-minute technical challenges and ensure that they satisfy the session format. As a general guideline, presenters can plan for 1 slide per minute (e.g., 5-minute presentation with 5 slides + 2 minutes for 1-2 questions). **All presentations should be in 16:9 aspect ratio.**

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 an excellent rate of \$189.00CAD (plus applicable taxes) at the conference hotel, The Westin Calgary, 320 4 Ave SW, Calgary, AB. We suggest that you book your room now as we anticipate that our room block will fill up quickly. Make your reservation today by calling local: 1.403.266.1611 or toll-free: 1.888.627.8417. Specify that you are booking under the "Childhood and Adolescent Obesity 2018 Conference" room block to receive the special rate. The special conference rate ends **October 8th, 2018.**

Conference Registration

All presenters must register for the conference before August 17, 2018*

If you are unsure if you are a presenter or not, please see the FAQ: *What is the difference between a presenter and an author? Or email Cynthia at: cynthia.ipce@ubc.ca*

**All plenary and concurrent session presenters have been given their individual registration links by email.*

We are pleased to offer a reduced registration fee of \$375 to our poster presenters (poster/poster + rapid fire poster presenters). The easiest way to register is through our secure online registration system: <https://ubc.eventsair.com/cao2018/spk>

Alternatively, you can complete the registration form located on the back of the conference brochure.



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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.

AV Requirements

Please fill in your AV requirements:

- [PLENARY and CONCURRENT SESSIONS](#)

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**.

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

Please email Cynthia at cynthia.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.