

PRESENTER INFORMATION QUICK GUIDE & FAQ

ALL ACTION ITEMS ARE DUE ON: *March 10, 2020*

EARLY BIRD REGISTRATION DEADLINE: *February 28, 2020*

PRESENTER ACTION ITEMS CHECKLIST:

- Conference Syllabus Materials
- Disclosure of Conflict of Interest Form
- Conference Registration
- Audiovisual Requirements Form (***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: sarah.ipce@ubc.ca no later than March 10, 2020 so that we may include it.

Conference Hotel

Reserve your room at a special rate of \$239.00 + taxes until **March 31, 2020** for single/double occupancy. To book your room, call: 1.800.233.1234 (North America) or 1.402.592.6464 (International). Please specify that you are booking under the 'Adults with FASD 2020 Conference' to receive the conference rate. You can also book your room at this rate [ONLINE](#)

Conference Registration

All presenters must register for the conference before March 10, 2020*

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 Sarah at: sarah.ipce@ubc.ca

We are pleased to offer a reduced registration fee of \$350 to our main symposium to our presenters. The easiest way to register is through our secure online registration system: <https://ubc.eventsair.com/adults2020/fullreg>

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

****All presenters in Pre-Conference, Plenary or 90-min sessions have been given their individual registration links by email.***

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 PRE-CONFERENCE SESSIONS](#)
- [90/45-MIN SESSIONS](#)
- [15-MIN SESSIONS](#)

Moderator Introduction

The moderator for your session will be given the biography that was submitted along with your abstract to introduce you. **IF YOU DID NOT SUBMIT A BIOGRAPHY OR WOULD LIKE TO UPDATE YOUR BIOGRAPHY** please send an updated bio to sarah.ipce@ubc.ca.

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 Sarah at sarah.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.