

# PRESENTER INFORMATION QUICK GUIDE & FAQ

**ALL ACTION ITEMS ARE DUE ON: *January 24, 2020***

**EARLY BIRD REGISTRATION DEADLINE: *January 17, 2020***

## **PRESENTER ACTION ITEMS CHECKLIST:**

- Updated abstract for conference syllabus
- Disclosure of conflict of interest form
- Conference registration
- Audiovisual requirements form (***Concurrent Session and Plenary only***)
- Moderator introduction form (***Concurrent Session and Plenary only***)
- Book your conference hotel room (if applicable)

## **Conference Syllabus**

We will be preparing a syllabus for conference attendees, and will be inserting your original abstract. If there are any changes or adjustments to your abstract, please send your updates by email to: [max.ipce@ubc.ca](mailto:max.ipce@ubc.ca)

## **Conference Registration**

**All presenters must register for the conference.**

*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 Max at: [max.ipce@ubc.ca](mailto:max.ipce@ubc.ca)*

The registration fee is \$375.00 (before/on January 17, 2020) and \$475.00 (after January 17, 2020) for the 2 day conference. Please refer to the brochure for individual day or student rates.

The easiest way to register is through our secure online registration system HERE:  
<https://ubc.eventsair.com/hmh2020/mainreg/Site/Register>

Alternatively, you can complete the registration form.

## **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**

**You are responsible for bringing:**

- One (1) copy of your PowerPoint Presentation on a flash drive as backup

**We will provide:**

- A Laptop
- A podium
- LCD projector and a screen for your powerpoint presentation
- Speakers
- A presenter table for the laptop and your notes
- Podium mic and table mics

Please fill in your AV requirements:

- [CONCURRENT SESSIONS](#)
- [PLENARY 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 fill in the moderator introduction form.

## **CONFERENCE HOTEL**

You are responsible for your own accommodation, but we have booked a block of rooms at an excellent rate of \$209.00 CAD (plus applicable taxes) at the conference hotel Hyatt Regency Hotel, 655 Burrard St, Vancouver, BC V6C 2R7. We suggest that you book your room now as we anticipate that our room block will fill up quickly. Make your reservation today by [BOOKING ONLINE](#) or call 1.800.233.1234 (North America) or 1.402.592.6464 (International).

## **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 Max at [max.ipce@ubc.ca](mailto:max.ipce@ubc.ca) and he 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 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.