



# momentum

RESEARCH REALIZED

BARRIE, ON | MAY 11-13, 2020

## IMPORTANT INFORMATION FOR PRESENTERS

- 1) The registration deadline is **April 24<sup>th</sup>**. We encourage online registration as it allows for immediate confirmation. We will send out an email when registration goes live.
- 2) The Presenting Author(s) agree to register before the deadline, pay the appropriate convention fees, and present this submission as scheduled. Presenters are able to register for the conference at a substantially reduced fee.
- 3) The Presenting Author(s) understand that once they have accepted the offer to present at the conference, if they find they are later unable to attend the conference, they will find a replacement to present the submission and will let the Waypoint Research Institute Conference Committee know by email ([researchevents@waypointcentre.ca](mailto:researchevents@waypointcentre.ca)) before end of day on **April 24<sup>th</sup>**. Your replacement must register for the convention and pay the speaker registration fees.
- 4) All presenters, delegates, participants, or others must register for the full conference. We do not allow for partial registration. If you cannot attend the full conference, you may send a delegate in your place on the day you cannot attend. Please provide the delegate's name to [researchevents@waypointcentre.ca](mailto:researchevents@waypointcentre.ca) so that a name badge may be printed in advance.
- 5) Changes to abstracts are not permitted after **April 24<sup>th</sup>**.
- 6) All meeting rooms are supplied with a laptop, screen and an LCD projector. (Please note: MAC laptops will not be available). If you are scheduled to present in the ballroom, a microphone will also be provided. Any additional equipment noted on your abstract submission will also be provided. If you require anything other than what was stated on your abstract submission, please send an email to [researchevents@waypointcentre.ca](mailto:researchevents@waypointcentre.ca) with your needs outlined before end of day on **April 24<sup>th</sup>**.
- 7) If you want your presentation pre-loaded on the laptop provided, please send the completed PPT slides to [researchevents@waypointcentre.ca](mailto:researchevents@waypointcentre.ca) by end of day on **May 8<sup>th</sup>**. We encourage pre-loading presentations on laptops to help avoid delays in programming related to technical glitches, and switching USBs. We highly recommend you take advantage of this possibility.
- 8) If you are scheduled in the ballroom, and you wish to use the audience engagement system ("clickers") in your presentation, please notify the conference team at [researchevents@waypointcentre.ca](mailto:researchevents@waypointcentre.ca) as soon as possible. Your presentation will need to be submitted to us by the **April 24<sup>th</sup>** deadline, or we will not be able to activate the system in your presentation. Once submitted, changes will not be allowed.. There is no exception to this process. *Please note: the audience engagement system is not available in the Essa-Oro or Innisfil rooms.*

## PAPER PRESENTATION

Individual papers are allotted 15min in the conference program for presentation. Each paper will be grouped with 2-3 other similar papers to form a complete session that is 1-1½ hours in length. The order of presentation in the session will be outlined in the finalized conference program. We encourage presenters to stick with this order, so that attendees know what to expect in each session. The session will be moderated to ensure that all presenters have enough time to present their material, and that the day flows smoothly.

## CONVERSATION

Conversation sessions are allotted 50min in the conference program for presentation. The session will be moderated to ensure that the day flows smoothly.

## WORKSHOP

Workshops are allotted 50min in the conference program for presentation. The session will be moderated to ensure that the day flows smoothly.

**CONTACT INFORMATION:** If you have any questions regarding the above information, please contact our Conference Committee at [researchevents@waypointcentre.ca](mailto:researchevents@waypointcentre.ca)