



BULLETIN FOR HIGHLIGHTED POSTER PRESENTERS

**CANADIAN CARDIOVASCULAR CONGRESS
SHAW CONFERENCE CENTRE
Edmonton, AB
OCTOBER 24 – 28, 2009**

This bulletin provides important details for Highlighted poster presenters at Canadian Cardiovascular Congress (CCC) 2009 regarding poster mounting and removal schedule, specifications for poster boards, deadlines for presenters, and other information needed to make your presentation run smoothly and efficiently.

HIGHLIGHTED POSTER SESSIONS

- 🕒 As a Highlighted Poster presenter, you will be required to provide a Poster Board for mounting in the Poster Board area (details below), as well as 3 or 4 PowerPoint slides for electronic presentation in your Highlighted Poster Session in the Highlighted Poster Theatre. Your Mini-Oral presentation will be an electronic presentation in the Highlighted Poster Theatre. This presentation will be 12 minutes in length including an 8 minute presentation and 4 minutes for Q&A. Your presentation should contain 4 slides summarizing your poster and up to 3 additional detail slides. Highlighted Poster presenters are asked to submit their presentation electronically in advance via the Virtual Speaker-Ready Room or the day before their presentation at the Speaker-Ready Room.
- 🕒 Highlighted Poster presenters are asked to mount their posters on their assigned boards during their specified poster mounting and removal times.

VIRTUAL SPEAKER-READY ROOM

- **Starting Monday, October 5, 2009**, presenters will have access to a secure Web site to upload their presentations. To access the Web site visit www.cardiocongress.org, click on “Scientific Submissions and Presenter Information” and follow the detailed instructions for the Virtual Speaker-Ready Room.
- The Virtual Speaker-Ready Room allows presenters to submit or make changes to their presentation online prior to **17:00 hours (EST), Thursday, October 22, 2009**. After this time, presenters will only be able to upload, retrieve and edit materials on site in the Speaker-Ready Room located at the Shaw Conference Centre.

SPEAKER-READY ROOM

The Speaker-Ready room is located at the Shaw Conference Centre – Meeting Room Level, Salon 1, and will be open during the following dates and times:

Friday, October 23	12:00 to 18:00
Saturday, October 24.....	07:00 to 19:00
Sunday, October 25.....	07:00 to 18:30
Monday, October 26	07:00 to 18:00
Tuesday, October 27	07:00 to 18:00
Wednesday, October 28	07:00 to 12:00

All computers in the Speaker-Ready Room are configured and equipped with the same software and hardware as the computers in the presentation rooms. Professional audio-visual technicians will be available for assistance.



POSTER SESSIONS - *IMPORTANT !!*

Posters will be presented according to their Learning Track.

Poster and Highlighted Poster sessions will be held in the Community Forum in Hall ABC (Assembly Level) of the Shaw Conference Centre.

Posters will be available all day for general viewing. There will be specific viewing times when authors are asked to be present to discuss their poster and answer delegate questions.

NEW! Poster Mentor Program

A Poster Mentor will circulate to each trainee poster during the assigned time period when authors are present, and will provide oral feedback to the trainee on the following key areas:

- Originality of idea/concepts
- Benefit to colleagues/literature
- Quality of Research (Method/Results/Data)

There will be no judging or identification of winners. This is strictly for the purposes of providing oral feedback to trainees.

Be sure to check the Final Program to reconfirm the day, time and poster board number of your presentation(s). It will be available electronically at the end of September on the CCC Web site www.cardiocongress.org, and will also be distributed on site in Edmonton.

Review the ECG-Congress Edition to familiarize yourself with Edmonton and many of the CCC activities.

PRESENTER REGISTRATION

- All presenters **must be registered and their registration fees for the CCC paid** in order to receive their access badge, which grants them admission to the CCC. This badge must be worn by all presenters and participants in order to enter scientific sessions. Submitting your abstract or accepting an invitation to present at the CCC does not automatically register you for the CCC. **Click here** to register for the CCC.
- When you arrive in Edmonton, go to the Registration Desk located on the Assembly level of the Shaw Conference Centre at 9797 Jasper Avenue, NW to pick up your CCC badge.

POSTER BOARD SPECIFICATIONS

- Posters must be mounted and fit within the following dimensions:
Width: 91" (2.3 m)
Height: 45" (1.14m)
- Boards will have an identification number located in the top left corner measuring approximately 5" x 8" wide (12.5 cm x 20 cm).
- Velcro dots will be available to affix posters to the boards.



POSTER MOUNTING AND REMOVAL SCHEDULE

- Highlighted Poster presenters are asked to mount their posters on their assigned boards during specified poster mounting and removal times. The CCC is not responsible for posters. Posters left up beyond the scheduled viewing time **will be removed and discarded**.
- The Poster Presenters' Information Desk is located within the Poster Area, and will be staffed during poster mounting / removal times as well as when the Poster Area is open for viewing. Additional velcro dots are available from the Information Desk.

Saturday, October 24

Mounting time: 15:30 to 16:30

Removal time: 18:00 to 19:00

Sunday, October 25

Mounting time: 10:30 to 11:30

Removal time: 17:00 to 18:00

Monday, October 26

Mounting time: 08:30 to 09:30

Removal time: 16:30 to 17:30

Tuesday, October 27

Mounting time: 08:30 to 09:30

Removal time: 16:30 to 17:30

CONTACT US

Should you have specific questions regarding computer presentations prior to the CCC, you may send them to the CCC Technician Service Team, AVW-TELAV, at support@SessionUpload.com or if you have questions about audio-visual equipment contact Joanne Kiriakidis at AVW-TELAV via email at kiriakid@avwtelav.com or by phone at (613) 526-3121.

All other questions regarding your participation and presentation should be directed to:

Presenter Liaison

275 Bay Street

Ottawa ON K1R 5Z5

Telephone: (613) 238-2304

Toll-free: 1-866-317-8461

Facsimile: (613) 236-2727

E-mail: cardiocongress@intertaskconferences.com