



BULLETIN FOR ORAL PRESENTERS

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

This bulletin has been created to provide the Canadian Cardiovascular Congress (CCC) 2009 presenters with important details to ensure a smooth and efficient presentation. Information included:

- Presenter Registration;
- Audio-visual resources;
- Virtual Speaker-Ready Room (on-line presentation submission system);
- Speaker-Ready Room.

CCC DETAILS

- Please note that the scientific sessions will be held at the Shaw Conference Centre, the Westin, Fairmont Macdonald, and the Crowne Plaza Château Lacombe.
- Be sure to check the Final Program to reconfirm the day, time and location of your presentation(s). It is available electronically on the CCC Web site at www.cardiocongress.org at the end of September, 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.



AUDIO VISUAL RESOURCES

- CCC is committed to providing its audience and presenters with the best educational environment possible. In order to do this, **all presenters of scientific sessions (except Accredited Symposia) must submit their presentations in advance.**
- Presenters are encouraged to use the Virtual Speaker-Ready Room to submit their presentation.
- **All presenters must check-in at the on-site Speaker-Ready Room at least 6 hours prior to their presentation.**
- Presenters who have submitted their presentation in advance via the Virtual Speaker-Ready Room are encouraged to visit the on-site Speaker-Ready Room to check the compatibility of their files. This will allow presenters to preview their presentation(s), identify problems, and make corrections as necessary.
- Presentations will be downloaded from a central computer and sent to the appropriate meeting room prior to the scheduled start time of a session. **No personal laptop computers are to be used.** A dedicated technician will load your presentation on the computer in the assigned room. The technician will cue each presentation and will provide a remote control for presenters to use to move through their slides.
- All plenary, scientific session and breakout rooms will be equipped with the following:
 - appropriate sized screen,
 - LCD data projector,
 - computer with remote control,
 - laser pointer,
 - cue device,
 - podium with microphone,
 - sound system, and
 - audio visual/computer technician.
- Each presentation computer will have the following specifications:
 - Note Book PIV/2.0GHZ; 512Mb ram, 30Gb hard drive, 64Mb video;
 - Windows XP, Office XP (Power Point, Word, Excel);
 - Media player version 10.0
 - Macromedia Flash 7.0190 and Shockwave player10.014;
 - Acrobat reader 6.0;
 - QuickTime 6.5
 - Codec packs for video playback.

If you require additional equipment, please contact the CCC Secretariat, at (613) 238-2304 or cardiocongress@intertaskconferences.com no later than 17:00 hours (EST) on Wednesday, September 30, 2009.

Requests will be reviewed on a “case-by-case” basis and additional equipment will be at the presenter’s expense. Please note: Dual slide projection is not available.



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.

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

CCC Secretariat
275 Bay Street
Ottawa ON K1R 5Z5
Telephone: (613) 238-2304
Toll-free: (866) 317-8461
Facsimile: (613) 236-2727
E-mail: cardiocongress@intertaskconferences.com