



2011 CANADIAN CARDIOVASCULAR CONGRESS (CCC)

Vancouver, BC • October 22-26

General guidelines

- Report to the designated room at least 10 minutes prior to the start of the session.
- Introduce yourself to your co-chair (if applicable) and discuss the rules of the session.
- Bring the session to order at the appointed starting time.
- **Mandatory: Remind speakers to show disclosure slide and if none is provided, have the speaker verbally state disclosures.**
- Keep the speakers on time.
- Ask individuals who come forward with questions to identify themselves.
- Have questions ready in the event that no questions are forthcoming from the audience.
- Be helpful to the speakers and diffuse conflicts that may arise from the question period.
- Encourage delegates to complete the session evaluation form (if applicable).
- End the session on time.

Oral sessions only

- **Oral sessions** are limited to 15 minutes for presentation and questions.
- **Clinical Case sessions** are limited to 15 minutes for presentation and questions.
- **Highlighted Poster sessions** are limited to 12 minutes for presentation and questions.
- If you see a gap in your session schedule, i.e. an abstract has been withdrawn, adjust the session schedule accordingly.

Debate sessions only

- Debaters are limited to 13 minutes for their opening statement and 4 minutes for rebuttal.
- This schedule is to be strictly enforced.

Meeting room audio visual set-up

- All plenary, scientific session and breakout rooms are equipped with a Windows based PC desktop computer, cue device with laser pointer, podium and microphone, LCD projector and screen, and a head table with 2 microphones.
- Presentations are downloaded from a central computer and sent to the appropriate meeting room prior to the scheduled start time of a session. Personal laptops are not permitted (without exception).
- Presenters will access their presentation on the computer, by simply clicking their session time, then their name on the display. Their PowerPoint will launch automatically. At the end of each presentation, the display will return to the list of presenters in that session. **If there are any difficulties or assistance is required during the presentation, presenters can click the on-screen HELP button and an audio visual technician will be immediately sent to the room.**

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