

## Instructions to Presenters

### Oral Presentations

General Paper Sessions vary in time from 60-90 minutes. Each paper is allotted twelve (12) minutes in length – ten (10) minute presentation, two (2) minute question and answer period.

Resident Competition Session will consist of eight (8) presentations, fifteen (15) minutes in length – twelve (12) minute presentation, three (3) minute question and answer period.

People's Choice Session will consist of the top eight (8) presentations. Each paper is allotted twelve (12) minutes in length – ten (10) minute presentation, two (2) minute question and answer period.

A data projector and computer will be provided. Please see the audiovisual technician on site two hours before your time (either break or lunch time) with your presentation on a memory stick or CD.

Speaker Ready Room – The Queen Charlotte on the 3<sup>rd</sup> floor of the hotel will be available to you for viewing your presentation in advance.

### Poster Presentations

**\*\*Poster Size 3.5 feet wide by 3.5 feet high\*\***

The official poster viewing will take place on Friday September 24<sup>th</sup> during breakfast between 7:30-8:30 am. Please ensure you are in attendance by your poster during this time.

The poster discussion period will then take place immediately after the viewing from 8:30-9:30 am. You will be notified in advance if your poster has been chosen for the discussion period.

If your poster has been chosen for the discussion period, the authors have been asked to prepare three slides and have 4 minutes total to present.

1. Give the audience the context for your work 1-2 min
2. Provide two or three take home messages from the results 2-3 min

We are looking for a summary of the findings and why it is significant and important, and perhaps what is in store for next steps. This will be followed by a two-minute question period.

Your abstract number will serve as your reference number. Posters will be mounted on poster boards which are velcro friendly. Velcro will be supplied.

The posters will be on display for the duration of the meeting, and should be hung on Thursday September 23<sup>rd</sup>. They should in place by noon on Thursday and removed by 11:00am Saturday, September 25<sup>th</sup>.

If your poster is selected for the Canadian Brachytherapy Group Symposium on Wednesday, September 22<sup>nd</sup>, you will hang your poster on Wednesday morning, take it down at the end of the session and then re-hung on Thursday for the duration of the meeting.

Any questions or concerns, please contact Mary Hooey at 416-946-4457 or email at [mary.hooey@uhn.on.ca](mailto:mary.hooey@uhn.on.ca)

Thank you.

Mary Hooey  
Annual Scientific Meeting Coordinator