



October 2-5, 2011
Hilton Bonaventure Hotel

PRESENTERS GUIDELINES

Dates to Remember:

- April 30 Deadline for submitting camera-ready papers for final editing.
 >>>>>The poster session will **NOT** be included in the proceedings.
- June 1 Deadline for Authors to register. At least one author is required to register and/or confirm attendance.
- August 15 Deadline to revise abstract details (eg: new paper title, author(s), abstract description) which will be published in the onsite program booklet.
- September 3 Deadline to cancellation registration fees. A \$150 cancellation fee will apply.

Points to Remember:

- Presentations (unless otherwise specified) must be 20 minutes – MAXIMUM; plus 5 minutes for questions.
- At least one author is required to register and confirm attendance. Deadline to register: June 1, 2011.
- The presenting author is expected to attend the “**Authors Breakfast**” on the morning of their presentation.
- All presenters must supply a copy of their presentation and their biography in their presenting room **at least 1.0 - 2 hours prior to session start time.**

Special Registration for Authors/Presenters:

All authors at COM 2011 must register as delegates. At least one author/presenter per paper must be registered. Failure to register will result in removal from the proceedings and the technical program. Presenters with multiple submissions need only register once.

The registration fee for authors and presenters is \$800 CDN (tax included). This price includes admission to all technical sessions, the Sunday opening reception, all coffee breaks, lunch on Monday with reservation priority and the conference banquet ticket for Tuesday if reserved. When registering, authors should select the “Authors” Conference Fee. At least one author/presenter per paper must be registered for the conference. Authors with multiply submissions need only register once. To register now please click here.

Accommodations:

VENUE - The conference will take place at the Hilton Bonaventure Hotel. Book your hotel early; October is high tourism season in Montreal.

Quality of the Technical Program:

The quality of the technical program in any meeting is largely in the hands of the authors, particularly of the presenters. In order to make the best possible use of the time allotted to your paper, the following suggestions are made to assist you in your preparation.

Timing of Presentations

Generally, a 25-minute time period is allocated to each paper. This includes the time required for the introduction of the speaker and questions from the audience. Accordingly, the actual presentation by the speaker should allow 5 minutes at the end for questions. Please plan to limit your presentation to 20 minutes of presentation time.

What to Concentrate on in your Presentation

It is usually not possible to cover all the material in a paper during a 20-minute oral presentation. Therefore, each speaker should concentrate on the highlights. Experience indicates that ten double-spaced pages of text, each containing about 250 words, and ten slides takes about 25 minutes of presentation time for the average unhurried speaker. It is important, particularly for presenters whose primary language is not English, to time themselves in a trial run of their presentation, and adjust the presentation as needed to ensure a timely completion of the paper at the Conference.

Presenters / Authors are responsible for updating their: paper title(s), abstract(s), and or co-author(s) details. August 15, 2011 is the deadline for final updates. [Please go to the website to make changes.](#)

The Presenting author is expected to attend the “**Authors Breakfast**” on the morning of their presentation.

Presenters are required to supply their presentation file in their presenting ROOM **at least 1.0 to 2 HOURS PRIOR TO THE SESSION START TIME**. Conference Staff will be in all technical rooms for the duration of the conference to assist you with this process. Presentation files should be on a USB memory stick. Room names will be published and emailed to all submitting authors at a later date as well as published on the website.

Biographical Profile of Presenters:

Presenters are requested to provide a brief (up to 100 words) biographical profile that should be supplied to the session chair in the technical rooms 1.0 to 2 hours prior to the session start time.

Presenters can also include their biography notes on the first slide of their presentation for the audience to read during introductions by the session chair. The slide should be brief and in point form.

Audio-Visual Equipment:

Computers and LCD projectors will be provided for all technical rooms. Each computer system will be equipped with Microsoft PowerPoint and Windows Media Player for showing standard presentation images and animation sequences. Presenters must ensure that their computer presentation files are loaded in the presenting ROOM onsite as laptop hook-ups will not be permitted.

Presenting authors are expected to attend the “**Authors Breakfast**” on the morning of their presentation to:

- Meet their Session Chair and AV Staff onsite
- Supply their presentation file
- Provide their biography

Authors Breakfast will be serve outside of the technical rooms. Presenters must supply presentation files and bios in their **presenting ROOM at least 1.0 to 2 HOURS PRIOR TO THE SESSION START TIME**. Conference Staff will be in **all** technical rooms to assist you with this process; see the exact hours below:

Time table - Hours to submit presentation files and biographies:

Mon. Oct. 3, 07:00 - 12:15 – 13:15 to 17:30	(@ All technical rooms at the Hilton Bonaventure Hotel; room names to be published later)
Tue., Oct. 4, 07:00 - 12:15 – 13:15 to 17:30	(@ All technical rooms at the Hilton Bonaventure Hotel; room names to be published later)
Wed., Oct. 5, 07:00 - 12:15 – 13:15 to 17:30	(@ All technical rooms at the Hilton Bonaventure Hotel; room names to be published later)

Presentation files should be on a USB memory stick (no laptop hook-ups will be permitted). **Room names will be published and emailed to all submitting authors at a later date as well as published on the website.**