


# Redefining Boundaries and Bridges in Occupation

October 14th-16th, 2010 in London, Ontario

**CSOS**  Canadian Society of  
Occupational Scientists

**SSO:USA**   
Society for the Study of Occupation:USA

**Guidelines for Presenting Authors**

## General Information on Equipment

Each presentation room is equipped with an LCD projector and screen, a DVD player, and wired/wireless Internet access. The meeting rooms will be equipped with laptop computers on to which presenters will be able to load their electronic presentations. Please note that only Microsoft PowerPoint will be loaded on these computers and presenters are encouraged to convert their presentations to the 2003 version of PowerPoint to ensure compatibility with the laptops provided. If presenters would like to use a different software program other than Microsoft PowerPoint they will need to bring their own laptop with the desired software to the session in which they are presenting.

Those presenters completing an electronic presentation in PowerPoint should bring their presentation file(s) on a USB key to upload them onto the provided laptops. To ensure smooth transition between presentations during the conference sessions, presenters are encouraged to take advantage of the times set out below to pre-load their presentation files onto the laptops which will be organized by presentation room. Please note this service is optional and presenters will still be able to upload their files onto the laptops during conference sessions in-between presentations.

Date	Time	Location
Thursday October 14 <sup>th</sup>	6:00 – 6:30pm	Registration / Information Desk
Friday October 15 <sup>th</sup>	7:45 – 8:15am	
Saturday October 16 <sup>th</sup>	8:15 – 8:45am	

Please allow time prior to when your session begins to ensure your presentation is running smoothly. An IT expert from the conference centre will be available on-site during the presentations if any problems arise with the equipment.

## Guidelines for Research & Conceptual Paper Presentations

Research and conceptual papers will be presented in 1 of 3 presentation rooms. Please refer to the presentation schedule, available on the CSOS and SSO:USA websites to locate which room and at what time your presentation is scheduled. **NOTE:** This schedule is subject to change. If your time slot is changed, you will be notified via email as soon as possible before the start of the conference.

Three presentation sessions will take place on Friday October 15<sup>th</sup>, and 3 more sessions will take place on Saturday October 16<sup>th</sup>. Each session will consist of 3 individual presenters running a total of 1 hour and 30 minutes.

Presenters are asked to prepare a **maximum 15 minute** presentation. If you are preparing an electronic presentation, please make sure that you convert it to the 2003 version of Microsoft

PowerPoint to ensure compatibility with the laptop provided. If you would like to pre-load your presentation onto the appropriate conference laptop, please refer to the date and times noted above. If presenters would like to use a different software program other than Microsoft PowerPoint they will need to bring their own laptop with the desired software to the session in which they are presenting.

Each presenter is asked to attend the entire session in which they are scheduled. Please connect with the room monitor and the room moderator 10 minutes prior to the start of the session. The room monitor will assist you in setting up your presentation. If you wish to receive feedback on your session, the moderator will arrange for a volunteer reviewer. Arrangements to receive feedback after the presentation are to be made between the presenter and the volunteer reviewer.

The moderator will give you a five minute and a one minute warning to indicate that you must finish your presentation **within the 15 minutes**. The moderator will then facilitate a discussion of 10 minutes in length. Presenters are asked to stay at the front to respond to questions.

At the end of the first presentation and question period (approx 25 minutes), the moderator will ask the next presenter to come to the front to prepare to give the next presentation. This process will be repeated at the end of the second presentation. During the five minute time period between presentations delegates may move from room to room to attend other sessions, thus all presenters are asked to respect the time maximums to facilitate optimum learning by the delegates. Moderators will kindly ask you finish your presentation at the one minute warning even if you have not completed your entire presentation.

At the end of the third presentation in each session, given that all presenters respect the time, the moderator will ask if there are any further questions for any of the three presenters.

At the end of each session (3 presentations) there is a scheduled break.

The focus of this conference is to share our research and engage in lively discourse around methodological and substantive issues. To that end the conference theme is redefining boundaries and bridges in occupational science, which the research and conceptual presentations should elicit.

### **Guidelines for Panels and Forums**

Panels and forums will be a **maximum of 60 minutes**, and will occur in 1 of 4 presentation rooms at the conference center. Please refer to the presentation schedule, available on the CSOS and SSO:USA websites, to locate which room and at what time your panel or forum is scheduled. **NOTE:** This schedule is subject to change. If your time slot is changed, you will be notified via email as soon as possible before the start of the conference.

There will be a total of individual 4 panels / forums occurring in Session V on Saturday October 16<sup>th</sup>. Therefore, conference participants will need to plan ahead of time which of the 4 panels or forums they plan on attending during this 60 minute session.

Panels consist of a few brief presentations 5- 8 minutes each (e.g if three panelists 8 minutes each; if four panelists 6 minutes each). Following these brief panel presentations a discussant will give a 5-8 minute overarching response to the topic of the panel presentations relevant to research or methodology in occupational science. The moderator will then facilitate a 20-30 minute discussion between the delegates, the panelists and the discussant. During the panel presentations each panelist will be given a one minute warning by the moderator. Please carefully edit your presentation to respectfully keep within the time limits and maximums to provide an optimal learning experience for the delegates.

Panelists should arrive 10 minutes prior to the start of the session. If you are preparing an electronic presentation, please make sure that you convert it to the 2003 version of Microsoft PowerPoint to ensure compatibility with the laptop provided. If you would like to pre-load your presentation onto the appropriate conference laptop, please refer to the date and times noted above. If presenters would like to use a different software program other than Microsoft PowerPoint they will need to bring their own laptop with the desired software to the session in which they are presenting.

Each panelist and the discussant will provide a brief 50 word bio to the moderator. The moderator will introduce everyone in the panel at the beginning to facilitate the flow of the panel. The panelists should present immediately after each other with only time to open the electronic presentation, if needed, and begin presenting. The discussant will present immediately following the panelists before opening the discussion to the delegates.

Forums consist of a facilitated discussion on an occupational science topic and aim to generate discussion about occupational science research, methodologies and issues. Presentations are not expected in a forum, however, materials such as slides or pictures or handouts etc may be used to facilitate discussion. The room monitor will assist with the set up of materials for the forum. Forum facilitators will provide a brief 50 word bio to the moderator who will introduce the moderator. The moderator will give the forum facilitator a 5 minute and a 1 minute warning to end the session on time.

## HANDOUTS

Handouts are at the **discretion of the presenters**. Please note the number of delegates your presentation holds and plan to bring handouts with you. There is a business centre at the Ivey Spencer Leadership Centre, if you need to make copies while at the conference. The costs to make handouts are at the **presenter's expense**.

## Guidelines for Poster Presentations

At this conference we are having an Evening Poster Exhibit featuring all of the posters at this conference. This event will take place immediately following the conference opening and will happen during the heavy hors d'oeuvres. Given the esthetics of the space and rooms where we are hosting the opening ceremonies and the hors d'oeuvres we will be using an art easel for displaying your poster. The style of this Evening Poster Exhibit will support a creative and artistic display of your occupational science poster and promote dialogue with the delegates. We will be using art easels and poster boards to mount your posters. Clips are supplied to mount your poster (these will not damage your poster), and you do **not** need to bring pins or Velcro as these are not required. No tape or glues can be used.

Poster requirements for this conference are **Portrait Style**, and **maximum size is 32 inches wide and 48 inches in height**. We are encouraging the development of creative scientific posters for this conference. To support the development of posters, we have provided a PowerPoint template for you with examples of font sizes. In addition we have included a PowerPoint presentation, entitled *Creating Posters of Intrigue and Knowledge Transfer*, on developing creative posters for your use in designing your poster. Two sample posters are also provided. Use of colour is encouraged, and lamination is not required.

Please set up your poster in accordance with your poster number between **6:00pm and 6:45pm** before the start of the opening remarks. There are several poster monitors who will assist you in finding your spot and in mounting your poster. We encourage you to talk with other poster presenters and visit them during poster setup before the opening ceremonies. During the Poster Exhibit we ask you to stay close to your poster to dialogue and discuss your poster with delegates. We encourage you to consider developing a 60 second key message about your poster or a three minute overview of the key findings. There will be 30 posters on display and people will want to circulate to enjoy all of them. If you have 2 or 3 authors who will be present we encourage you to organize one person to be at the poster at a time and for others to circulate. Posters will only be on display during the Poster Exhibit on Thursday October 14 between 7:45pm and 9:30pm. Presenters are asked to remove their posters at the end of the Poster Exhibit.