

<b>From</b>	CNIA Education
<b>To</b>	CNIA Education
<b>CC</b>	President, President-Elect, Past-President
<b>Bcc</b>	ALL presenters (in-person, virtual, all formats)
<b>Subject</b>	CNIA 2023 Conference Final Presenter Schedule and Instructions
<b>Attachments</b>	Final Presenter Schedule

---

Dear **Presenter**,

On behalf of the CNIA 2023 Conference Planning Committee, we are very excited to be soon welcoming you in Calgary, Alberta (or virtually). Please see the attached **final presenter schedule with the location and time of your presentation**. Please kindly note of the following presenter **instructions**:

1. Your presentation time and location are now available in the final presenter schedule (attached to this message). Best efforts have been made to accommodate any changes and requests that were previously communicated to us.

- **Oral Presentations** will be a total of 20 minutes per presentation (15 minutes for the oral presentation and 5 minutes for questions from the audience). Virtual presenters will also adhere to the same guidelines. Unless previously arranged, virtual presenters will be presenting “live” during the designated time slot with screen-share capability.
- **Rapid Fire Presentations** will be a total of 5 minutes per presentation (with no more than 10 slides). Virtual presenters will also adhere to the same guidelines. Unless previously arranged, virtual presenters will be presenting “live” during the designated time slot with screen-share capability.
- **Poster Presentations:** Posters should be approximately 48 inches wide and 36 inches tall in size. Virtual presenters are asked to prepare their poster in a digital format that can be presented via screen share (for example, one PowerPoint slide or one page PDF). Unless previously arranged, virtual presenters will be presenting “live” during the designated time slot with screen-share capability.

2. For **oral presentations** and **rapid fire presentations**: A moderator will be present to support our presentation. We ask that you arrive **5-10 minutes** prior to your concurrent session (block) to provide your presentation to the moderator. Presenters who are presenting virtually will be asked to join the Zoom room 5-10 minutes prior to the session. Zoom links will be provided prior to the conference.

3. At the beginning of your presentation, the session moderator will introduce you to the audience, using the brief biography you provided during the abstract submission process.

4. Your moderator will also serve as a time-keeper for your presentation.

5. **For poster presentations: In-Person** presenters are asked to set-up their poster by noon (12pm local time) on Day 1 (June 15). Posters may be left in place until the end of Day 1 at which point must be removed by the presenter. Presenters who are presenting **virtually** will be asked to join the Zoom room 5-10 minutes prior to the session. Zoom links will be provided prior to the conference.

6. Computers, projector, and screen are provided in each presentation room.

Once again, we are very much looking forward to welcoming you soon.

Sincerely,  
CNIA Education