



DYNAMICS 2010
Shaw Conference Centre, Edmonton, AB
September 19 - 21, 2010

ORAL POSTER ABSTRACT PRESENTER – ABSTRACT # _____
INFORMATION REQUIREMENTS FORM

Please mail, e-mail or fax all of the following information to CACCN's National Office by no later than **August 15, 2010**. If you would prefer to complete an electronic copy of these forms please visit our website at www.caccn.ca, complete the form and e-mail to caccn@caccn.ca.

Please submit **ALL** information to:

CACCN
PO BOX 25322
London, Ontario, Canada
N6C 6B1

Phone: 519-649-5284
Toll Free: 866-477-9077
Fax: 519-649-1458
Email: caccn@caccn.ca

If you have any questions or need any clarification on any of the items requested please feel free to contact our national office.

GENERAL INFORMATION:

Please fill out the following information; it will help us keep presenters' information organized. List the oral abstract presentation title along with the first and last name(s) of authors who will be participating in your presentation at the conference:

ORAL POSTER ABSTRACT TITLE: _____

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

Is/Are the above author(s) members of the Canadian Association of Critical Care Nurses? If not, membership forms are included in this package for your convenience.

This is a reminder that all authors attending are required to register for the conference.

Please make sure that you register as early as possible. We are unable to hold spots for authors and spaces have sold out in the past.

You may register for the conference using registration form received in your package. Photocopies of the form are also acceptable and are available at www.caccn.ca. Online registration will also be available by July 2, 2010 at www.caccn.ca.

RELEASE OF INFORMATION:

Due to the Privacy of Information Laws, we require your signature in order to publish your contact information in our conference syllabus. Please have the **primary contact** person for your presentation fill out the Release of Information section.

Name: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Email: _____

Telephone: _____

Fax: _____

Signature: _____

By signing the following you are allowing Dynamics 2010 to publish your contact information for delegates and interested parties to contact you.

Note: Please only fill out the information that you want to be made available.

AUDIO/VISUAL INFORMATION:

The preferred format for your presentation will be PowerPoint. For oral presentations, Dynamics will provide a lap top. This will ensure smooth transition between speakers, and will eliminate any additional cost to presenters.

Please submit a copy of your presentation by email or CD to National Office by August 15, 2010. This will enable the planning committee to sequence the presentations on the lap top in advance.

If you require any equipment other audio/visual equipment in addition to the laptop and LCD projector provided you must advise the CACCN National Office by August 15, 2010.

POSTER SET UP INFORMATION:

- Poster displays are to be set up **Saturday, September 18, 2010** from 1700 - 2100
- Please come to the Registration Desk at the Shaw Conference Centre for directions and assistance

Poster Information:

- Useable area on the poster board is 4 feet high by 8 feet long
- Poster boards are Velcro friendly; pins or tacks can also be used
- A chair will be provided in front of each poster for your convenience
- Authors/presenters are responsible for the transportation and maintenance of their poster

Presentation Information:

- Presenters are requested to be in attendance at their posters during the following times:

Date	Times
Sunday, September 19, 2010	09:35 – 10:15; 11:20 – 13:25; 14:30 – 15:15
Monday, September 20, 2010	09:45 – 10:30; 11:35 – 13:35; 14:40 – 15:25
Tuesday, September 21, 2010	09:30 – 10:00; 12:05 – 14:05

HANDOUTS:

Oral Presenters are invited to submit a handout to complement their presentation.

- Handouts for oral presentations may be a maximum of five pages, size 11 Arial Font.
- Handouts must be submitted as email attachments or on CD, preferably in Word format.
- Alternatively, a maximum of 30 PowerPoint slides that can be published 6 slides per page will be accepted.
- Handouts must be received at the same time as the PowerPoint presentation is received.
- Presenters are welcome to bring copies of their handouts to the conference with them.

Please note, handouts will not be printed for the conference delegates and will be available on CACCN website (www.caccn.ca) following the conference.

Please check **ONE of the following Options:**

- I/We **will** be providing handouts to be posted on the CACCN website
- I/We **will not** be providing hand outs to be posted on the CACCN website

AUTHOR/PRESENTER INFORMATION:

Please provide a **brief biography of all presenter** listed above in General Information. This bio information will be used by the room monitor to introduce your presentation and authors to the audience at the start of your presentation.