



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

**ORAL 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](http://www.caccn.ca), complete the form and e-mail to [caccn@caccn.ca](mailto: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](mailto: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.

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**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 ABSTRACT TITLE:** \_\_\_\_\_

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- 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](http://www.caccn.ca). Online registration will also be available by July 2, 2010 at [www.caccn.ca](http://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: \_\_\_\_\_

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Email: \_\_\_\_\_

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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.**

## 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](http://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 presenters** 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.