



## CNSF 54<sup>th</sup> Congress, Montreal QC, June 16-19, 2019

### Speaker Presentation Guidelines

**Please review the policies listed surrounding the development and delivery of a course/session at the CNSF Congress.**

Thank you for agreeing to participate in our Congress and share your knowledge with the wider CNSF community!

All the information required for you to present your course/session can be found on the CNSF Congress web page under 'Chair and Speaker Information', Congress policies, objectives and documents. We encourage you to save it in your favorites for easy reference.

<http://congress.cnsfederation.org/congress/chairsspeakers>

#### Questions on documentation please contact:

Tricia Atkins: [speakers@intertaskconferences.com](mailto:speakers@intertaskconferences.com) 613-238-4075, ext. 277

#### Questions on course scientific content or focus, please contact either:

Scientific Program Chair, Alex Henri-Bhargava: [alexhb@uvic.ca](mailto:alexhb@uvic.ca) or

Vice-Chair, Joe Megyesi: [joseph.megyesi@lhsc.on.ca](mailto:joseph.megyesi@lhsc.on.ca)

#### Questions on Audience Response System – Guidebook Live Poll through the CNSF Event App please contact:

Nicole Rozak: [nicole-rozak@cnsfederation.org](mailto:nicole-rozak@cnsfederation.org) 403-229-9544, ext. 104

#### Important Dates:

You will receive an email a few weeks before each item is due; along with additional instructions if appropriate.

**Please complete and submit Disclosure Form to:** [speakers@intertaskconferences.com](mailto:speakers@intertaskconferences.com)

Items	Due Date	Forms/Instructions
Speaker Presentation Guidelines	Review	This Document.
Disclosure Form	May 13, 2019	<a href="#">Disclosure Form</a>
Additional AV Requirements	May 13, 2019	
ARS - Guidebook Live Polling Requests	June 7, 2019	ARS request to: <a href="mailto:nicole-rozak@cnsfederation.org">nicole-rozak@cnsfederation.org</a>
Course Notes (PDF)	1 day prior to course/session for inclusion on the CNSF Congress 'Course Notes' web page, accessible by registered Congress delegates.	<a href="#">Course Notes - Sample</a>
Speakers' Presentation (PPT)	PowerPoint presentations need to be loaded at least 3 hours prior to course/session in the Speakers Ready Room onsite.	<a href="#">Speakers' Presentation and Disclosure Slide – Template</a>



## Speaker Guidelines

Speakers must register for the Congress, however, the day they speak is free and they will be provided with a discount to attend the remainder of the Congress.

### **Course Notes**

Are highly valued and always requested and sought after by Congress delegates. They are uploaded to our Congress 'Course Notes' web page. Your submission of Course Notes is therefore greatly appreciated!

<http://congress.cnsfederation.org/course-notes/index.php>

### **Course Notes Submission Instructions:**

- **We encourage all speakers to submit their Course Notes in advance to [speakers@intertaskconferences.com](mailto:speakers@intertaskconferences.com)**
- To have your Course Notes available for delegates to view in advance of your session, or during your session, please ensure that you submit them at least 1 day prior to your session presentation.
- Please submit your Course Notes in PDF.
- Save the file using your first and last name: `firstname_lastname_course title`.
- If there are multiple documents for one session/course, ensure to clearly identify the order in which the documents should be saved into one file.
- If submitting Journal articles or other copyrighted information, it is the responsibility of the Speaker to obtain written permissions. The CNSF assumes that all materials provided have the necessary waivers. Please keep copies of waivers on file in case of audit.

### **Speakers' Presentation**

The Speakers' Presentation is the PowerPoint presentation you plan on using during your course/session.

### **Speaker Presentation Submission Instructions:**

- Please follow PowerPoint order of information as listed below.
- Load your presentation in Speaker Ready Room at least 3 hours in advance of your session.
- **If you would like to use your Speaker Presentation materials for the delegates' Course Notes website instead of providing separate Course Notes, please submit them to the Speaker Ready Room on-site at least 1 day prior to your session.**

### **PowerPoint - Order of Information:**

- 1) Cover Page - Title, author name and affiliations – first slide
- 2) Learning objectives – second slide
- 3) Disclosure Statement – third slide  
**\*\*Speakers must include a Disclosure Statement on the 3rd slide of their presentation.**
- 4) How to access "Live Poll – Audience Response System"  
**- If utilizing this feature; see below.**
- 5) Course materials



- 6) References - if any
- 7) Figures - if any
- 8) Speakers must allow at least 20% of their presentation time for questions and feedback from the audience.
- 9) At the end of the Course/Session, Chairs are asked to remind the audience to fill in the Specific Course Evaluation through the link that the Secretariat has provided.

## **Audience Response System – Guidebook Live Poll**

The CNSF can offer you the option to incorporate Live Polling “real-time” questions into your speaker presentation through the CNSF Congress Event App. Your session attendees can respond to questions in real-time from their mobile device or through a web link.

Guidebook Live Polling reference video:

[https://www.youtube.com/watch?v=ps\\_B7nzir8](https://www.youtube.com/watch?v=ps_B7nzir8)

Guidebook Live Polling reference material; Live Polling: Ask the Audience! :

<https://support.guidebook.com/hc/en-us/articles/205015160-Live-Polling-Ask-the-Audience->

If you are interested in the Audience Response System – Guidebook Live Poll through the CNSF Event App please contact:

[nicole-rozak@cnsfederation.org](mailto:nicole-rozak@cnsfederation.org)

## **Alternative course presentation formats**

You may want to consider whether your course lends itself to a different format than the traditional set of back-to-back lectures. Some examples of alternative formats:

1. Case-based discussions. These are held in high regard by course delegates. If your topic is particularly clinical, consider anchoring your didactic content to clinical cases to make the clinical application of your course material more immediate. Course chairs can consider encouraging their speakers to integrate an illustrative clinical case along with their talks. Course chairs can also consider developing out a single exemplary clinical case that is woven throughout all of the talks and helps to tie them together.
2. Workshop formats. Workshops allow delegates to directly manipulate the information being presented to them leading to higher knowledge retention. Examples of topics that lend themselves particularly well to workshop formats include topics on methodologies such as “critical appraisal of neurosurgical literature” or on examination techniques such as “how to perform a neuro-ophthalmological exam.” In a workshop format, didactic lectures will be complemented by breakout groups with facilitators. In the first example, the facilitators would go through the exercise of critically appraising an article with small groups of delegates. In the second example, a series of stations could be set up around the room where delegates could rotate through and practice different parts of the exam with workshop facilitators.



### Tips to make your lectures more interactive

Traditional lecture formats are acceptable and may be preferred for certain topics. However, there are methods to increase interactivity within traditional lecture formats.

At the most basic level, you should ensure that your courses contain enough time set aside for questions and answers from the audience (25%). This can either take the form of a Q&A section after each individual lecture, or a panel Q&A at the end of the entire course, or both. Speakers are encouraged to trim off some of their material if they fear there will not be sufficient time for lectures. More adventurous lecturers may want to consider incorporating “real-time” questions from the audience into their talks. **Please see section on ARS-Guidebook Live Poll above.**

There are many “interactive classroom” strategies that can be employed to move beyond the standard Q&A. One of these is involving audience members to think actively about your material by interspersing quiz questions throughout your presentation. This format is particularly useful when coupled with case discussion. Such questions can occur with a simple show of hands, but incorporating the use of an audience response system where audience members can see their peers’ answers is a particularly useful strategy. **We strongly encourage you to include audience response questions into your presentations. Please consider adding slides to your presentation that include multiple choices, true/false, or other similar questions for the audience into your presentation.**

Please send any feedback regarding these tips or any questions regarding promoting interactivity in your courses to the chair of the Scientific Program Committee, Alex Henri-Bhargava ([alexhb@uvic.ca](mailto:alexhb@uvic.ca))