



CANADIAN
RHEUMATOLOGY
ASSOCIATION

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DE RHUMATOLOGIE

Speaker Presentation Overview



Agenda

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Uploading your presentation



Send us your presentation

- ↘ You PowerPoint presentation is requested by **Monday, February 24 at 12:00 pm ET.**
(But no later than 48 hours prior to your presentation.)
- ↘ It is to be uploaded to our OneDrive folder found here:
https://rheum2-my.sharepoint.com/:f/g/personal/craonedrive_rheum_ca/ErcuvHoVF1Bv1eWWWaEdMcBWp6bzYKfdLK7O4O135YQ1Q?e=ArMil2
Password: CRAasm2025
- ↘ Please name your PPT in the following file convention:
Program_Date_Session ID_Presenter last name_Speaker 1 or 2*_POLLING/VIDEO*
(Example: ASM_Feb 28_Great Debate_Smith_Speaker 2_POLLING)
- ↘ Remember to add the word POLL on each of your polling slides. (See polling slide example on page 19.)

Send us your presentation

- ↘ If you have any video/audio in your PPT, please upload those separately to the OndDrive folder also.
- ↘ *Hand-outs – Speakers are not required to create hand-out materials; PDF hand-outs are encouraged (vs hard copies) and can be made available to session attendees should you wish. If you are providing hard copy hand-outs you will be responsible for supplying them and handing them out during your session.*
- ↘ A CRA template is available from the [Speaker Resources](#) section of the website. (Should you choose not to use it, we ask that you incorporate at least the first few pages to include the Title page, the Disclosures page and the Learning Objectives page.)

NOTE: Podium presenters; Abstract Workshop presenters; Clinical Pearls and Mysterious Cases presenters **DO NOT list Learning Objectives*

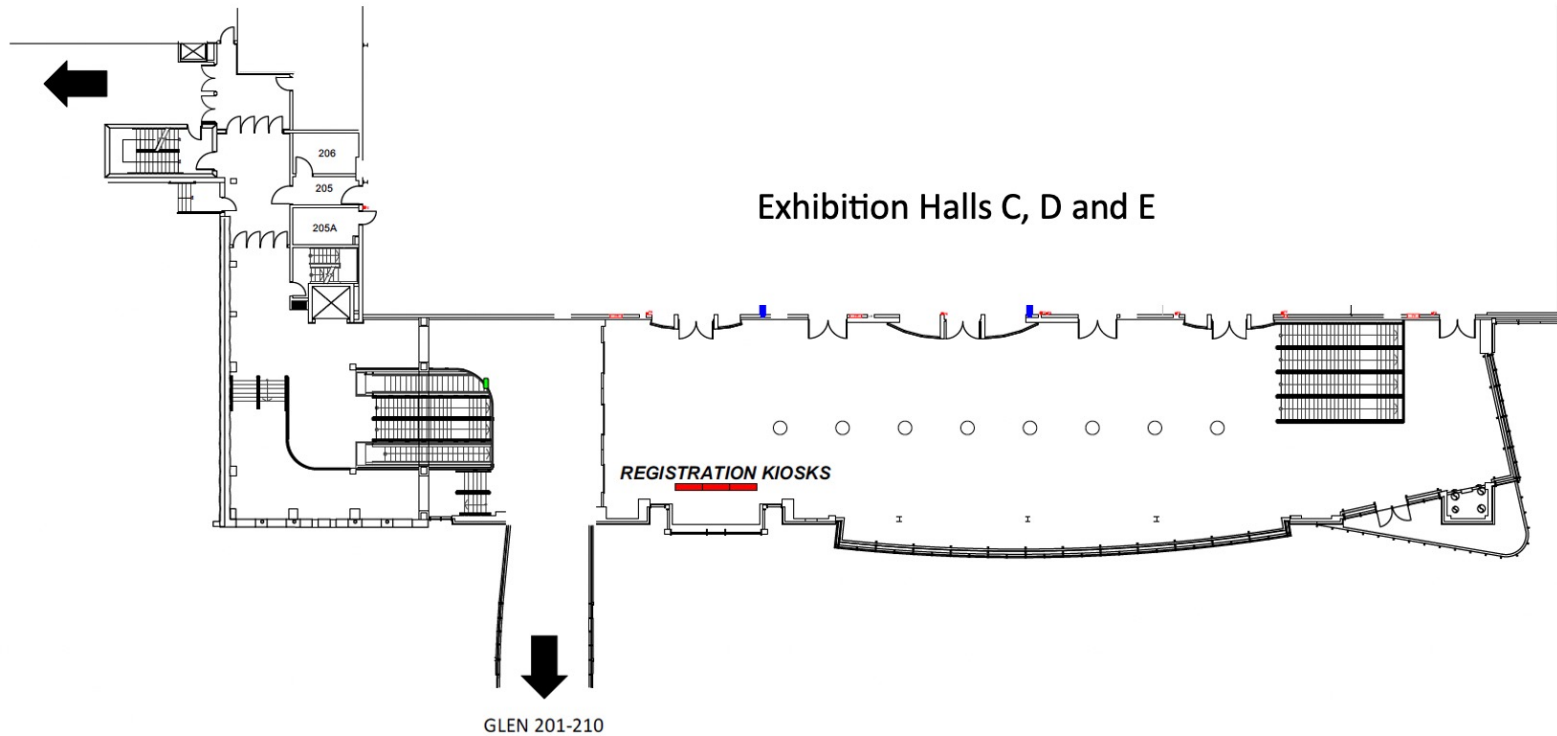


When you arrive



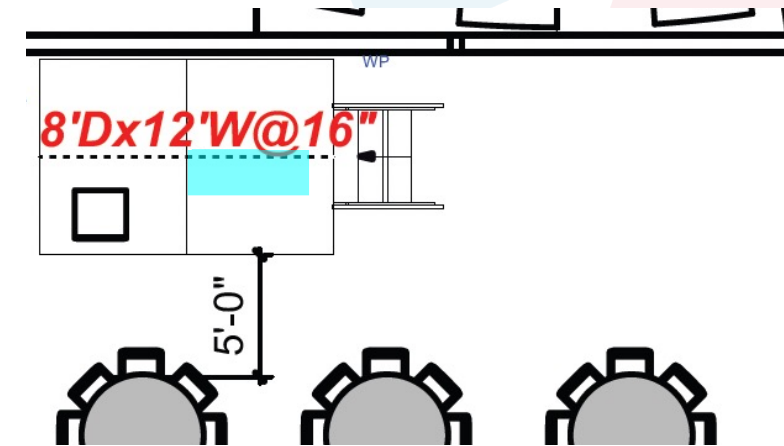
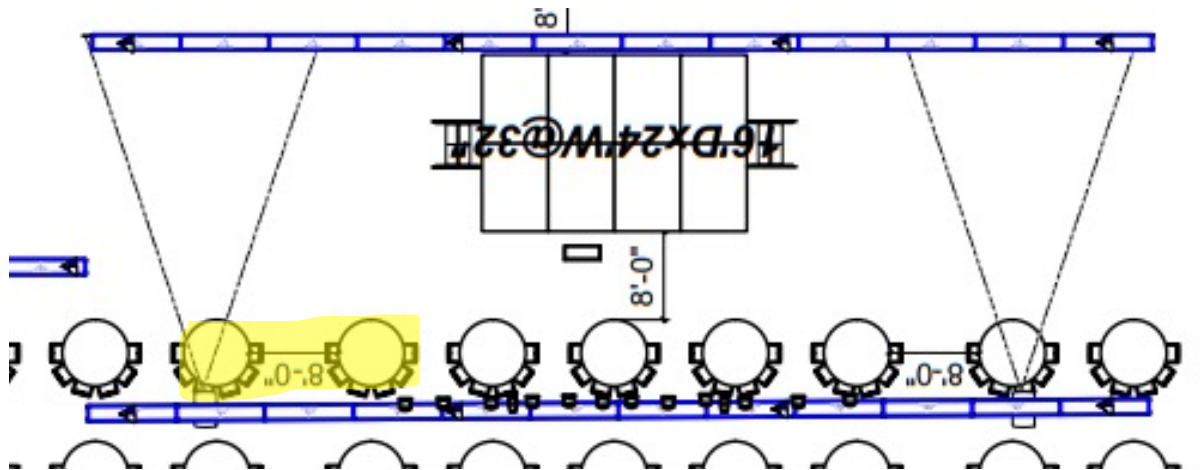
Register...

- Please pick up your name badge at the registration desk in the foyer of the Exhibition Hall of the Calgary TELUS Convention Centre.



Come to your presentation room...

- For the **plenary session room**, speakers will meet at the **reserved table** at the front of the room 15 minutes prior to your presentation.
- For the **Workshop rooms**, speakers will meet at the **head table** at the front of the room (also, 15 minutes prior to your presentation).



Come to your presentation room...

- ↘ A full speaker schedule has been emailed to you that includes your presentation location, your advance arrival time and your presentation time. ([Here is the link to the online schedule](#) in the event that there are any future scheduling changes.)



Speaker First	Speaker Last	Presentation Date	Presentation Time	Be at speaker table at	Presentation Room	Moderator	Session	Title
Adam	Amlani	Friday, Feb. 28	10:45 - 11:45 AM	10:30 AM	Herald/Doll, Hyatt Regency, Third Floor	Raheem Kherani	Workshop 3B	Palliative Care in Rheumatic Diseases: When Does the End Begin and Why Does It Matter?
Alaa	Shehab	Wednesday, Feb. 26	4:15 - 5:15 PM	4:00 PM	Exhibition Hall E, TELUS North, Upper Level	Lillian Lim	Clinical Pearls and Mysterious Cases	A Mysterious Case of Autoinflammation
Alexandra	Saltman	Friday, Feb. 28	10:45 - 11:45 AM	10:30 AM	Herald/Doll, Hyatt Regency, Third Floor	Raheem Kherani	Workshop 3B	Palliative Care in Rheumatic Diseases: When Does the End Begin and Why Does It Matter?



Inside your presentation room



Plenary room set-up

The **General Session room** will have a podium with microphone on stage facing the audience. Attendee seating will be in rounds and there will be some seats along the back. Your PPT presentation will already have been pre-loaded and we will have it on screen for you.

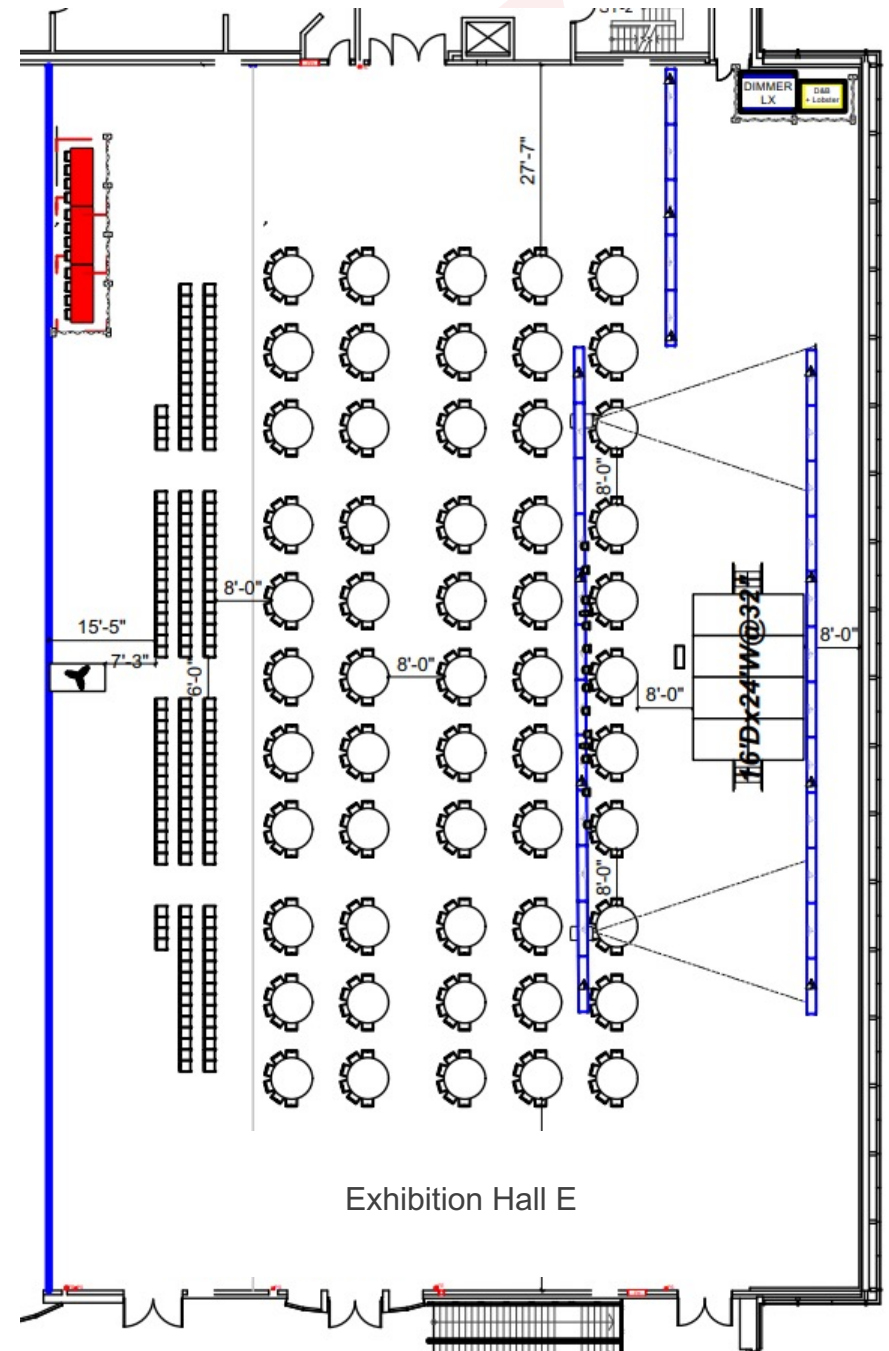
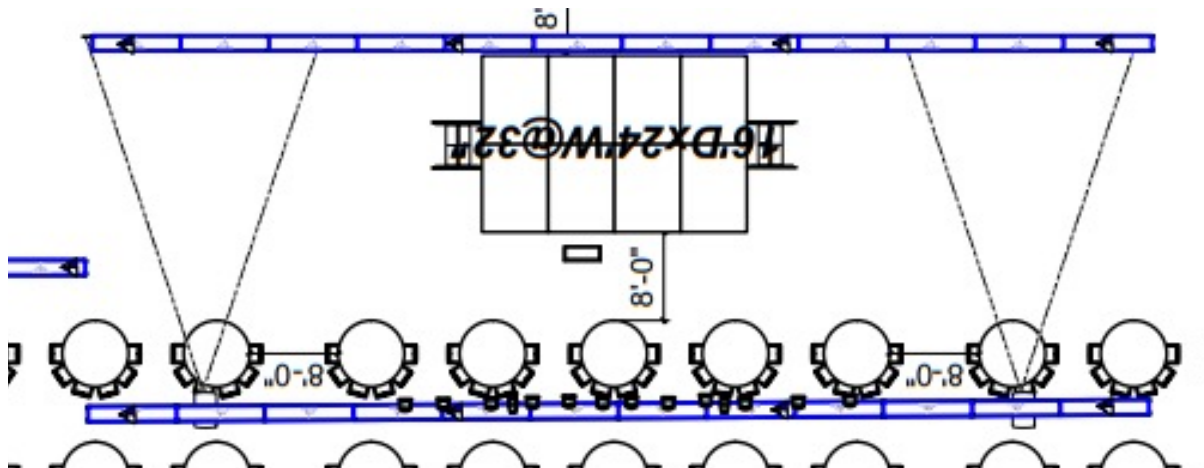
You will be provided with:

- A slide advancer with built-in Laser pointer (**You will advance your own slides.**)
- 2 microphones on stands in the audience for Q&A
- Basic shared high-speed internet access
- A confidence monitor to display your PPT notes. (Keep notes concise or they will be too small to read. Have a copy of your printed notes just in case, or a tablet to read your notes from.)

Plenary room: Exhibition Hall E

Stage:

- 16' deep x 24' wide x 32" high
- Two screens on either side of the stage
- 1 podium with microphone
- 1 confidence monitor on the floor facing the stage.



Workshop room set-up

Workshop rooms will have a podium, microphone and head table at the front of the room facing the audience. Attendee seating will be in rounds and there will be some seats along the back. Your PPT presentation will already have been pre-loaded and we will have it on screen for you.

You will be provided with:

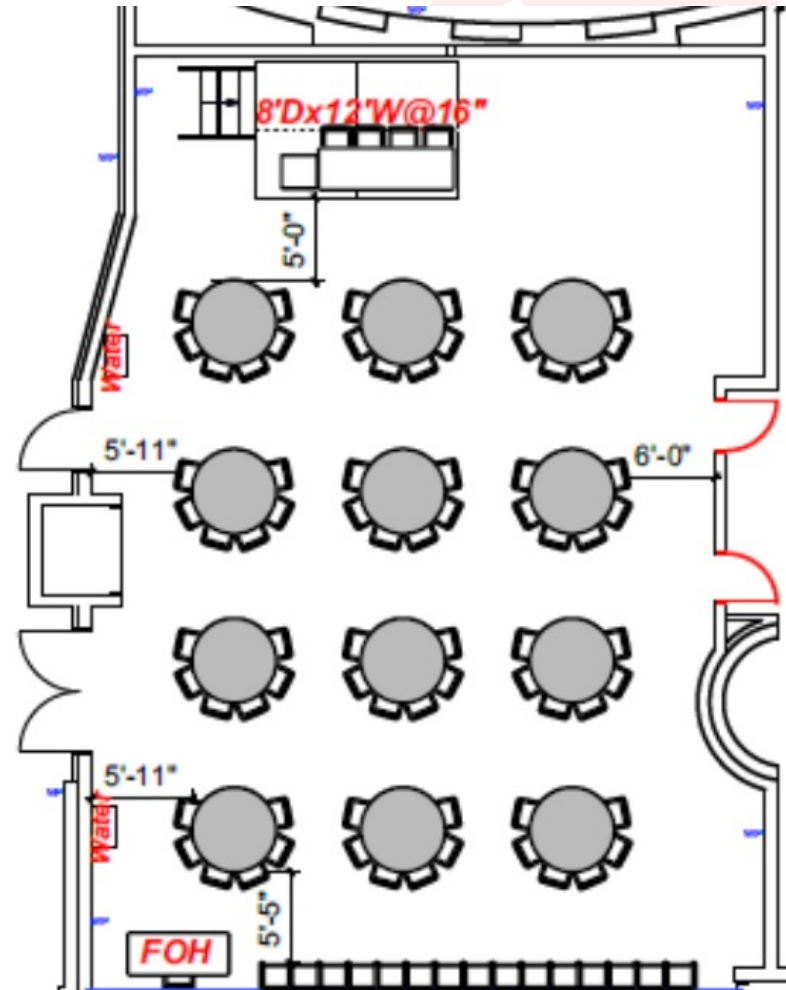
- Slide advancer with built-in Laser pointer **(You will advance your own slides.)**
- A handheld microphone for audience Q&A if needed

NOTE: Please ensure to have a copy of your printed notes, or a tablet to read your notes from as there will not be a confidence monitor in any of the Workshop rooms

Workshop room sample floor plan

Typical Room Set-up

- Area at the front with a head table on the facing the audience
- 1 podium with microphone
- 1 screen





On stage



Your introduction

Your moderator will introduce you with a short bio and call you up on stage*.

**Exception: The Great Debate and RheumJeopardy presenters will all go on stage before being introduced.*

Your presentation

Please keep to your allotted presentation time. We have specified how much time you should keep for Q&A.

NOTE: The moderator will be keeping the track of time and will skip the Q&A if you have run out of time.

Your Q&A

Once you ask the audience if they have any questions, the moderator will come and help facilitate the Q&A.

Your Exit

When the Q&A is finished, the moderator will thank you and you may exit the stage.



Polling



Cue your poll

- For those using our ASM Pheedloop Mobile App for polls you will let the audience know it is time for a poll when you put your polling slide on screen. Attendees will then turn their attention to the polling section of the App and do the poll.

Polling Question 1 (sample)

QUESTION:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque

ANSWER CHOICES:

A Lorem ipsum dolor sit amet, consectetur adipiscing elit

C Lorem ipsum dolor sit amet, consectetur adipiscing elit

B Lorem ipsum dolor sit amet, consectetur adipiscing elit

D Lorem ipsum dolor sit amet, consectetur adipiscing elit

Poll results

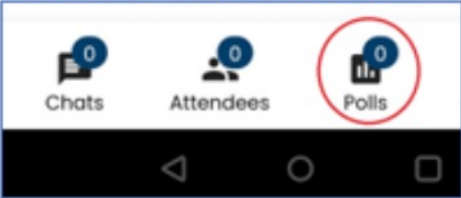
- Attendees access polls from your session on the schedule. Then they will click Polls at the bottom to access your polls. (You will NOT need to explain how they access the polls as the moderator will remind everyone before your presentation starts.)
- Results will be published after each poll.
 - In the plenary room, the results will be posted on the screen for you to see.
 - In workshop rooms, please vote on the poll yourself to view the poll results (or ask your moderator to relay the results).



POLLING (for applicable sessions only)

If you have made previous arrangements to incorporate polling into your presentation, please note the following:

All polling questions have been set-up in the meeting app, attendees will answer polls on your verbal cue, results will be displayed via the app in real time.

1. Be sure to **open the Pheedloop app on your mobile device** prior to the presentation, this will provide you visibility to the poll results (poll results will NOT be projected onto the screen).
 2. At the start of your presentation, notify the audience that live audience polling will be used and that they should have their meeting app open to vote.
 3. To access polls, enter the Session in the meeting app (via the schedule) and click on Polls tab (at bottom of screen); refer below:
- 
- The screenshot shows the bottom navigation bar of the Pheedloop app. It contains three icons: 'Chats' (a speech bubble), 'Attendees' (a person icon), and 'Polls' (a bar chart icon). The 'Polls' icon is circled in red, indicating it is the selected tab. Below the icons is a black bar with three white navigation symbols: a back arrow, a home circle, and a recent apps square.
4. The polling presentation slide(s) embedded in your PPT will prompt the audience to cast their vote (all polls are visible in sequential order).
 5. In order to view poll results, one **MUST VOTE** (this includes the presenter and/or moderator). Ask your moderator for assistance to relay poll results (if you wish).

****Detailed instructions on how to download the Pheedloop app and access Pheedloop polling are distributed in the meeting room****



Contact information

Thank you and please email me at CRAspeaker@rheum.ca if you have any questions.

On site, if you have questions, you may reach out to a CRA staff member at the Registration Desk. If there is anything urgent, or please call or text me on my cell at 514-476-1770.

Rosita Pollock





Questions?

