

**CRA**  **SCR**

CANADIAN  
RHEUMATOLOGY  
ASSOCIATION

SOCIÉTÉ  
CANADIENNE  
DE RHUMATOLOGIE

# Speaker Presentation Overview



# Agenda

- ↘ Uploading your presentation
- ↘ When you arrive
- ↘ Inside your presentation room
- ↘ On stage
- ↘ Polling
- ↘ Contact information
- ↘ Questions?





# Uploading your presentation



# Send us your presentation

- ↘ You PowerPoint presentation is requested by **Monday, April 13 at 12:00 pm ET**. (But no later than 48 hours prior to your presentation.)
- ↘ It is to be uploaded to our OneDrive folder [via this link](https://rheum2-my.sharepoint.com/:f/g/personal/craonedrive_rheum_ca/IgC3HLrx6FRdQb9XIIIImhHTHAdt7zy7SdbMsNr2oFGIsMZk?e=N0wW7n)  
[https://rheum2-my.sharepoint.com/:f/g/personal/craonedrive\\_rheum\\_ca/IgC3HLrx6FRdQb9XIIIImhHTHAdt7zy7SdbMsNr2oFGIsMZk?e=N0wW7n](https://rheum2-my.sharepoint.com/:f/g/personal/craonedrive_rheum_ca/IgC3HLrx6FRdQb9XIIIImhHTHAdt7zy7SdbMsNr2oFGIsMZk?e=N0wW7n)  
(password: **CRAasm2026**)
- ↘ Please name your PPT in the following file convention:  
Program\_Date\_Session ID\_Presenter last name\_Speaker 1 or 2\*\_POLLING/VIDEO\*  
(Example: ASM\_April 16\_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.)
- ↘ If you have any video/audio in your PPT, please upload those separately as well.

# Send us your presentation

- ↘ 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 PowerPoint template is available from the [Speaker Resources](#) section of the website. (Should you choose not to use the CRA PPT template, 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*

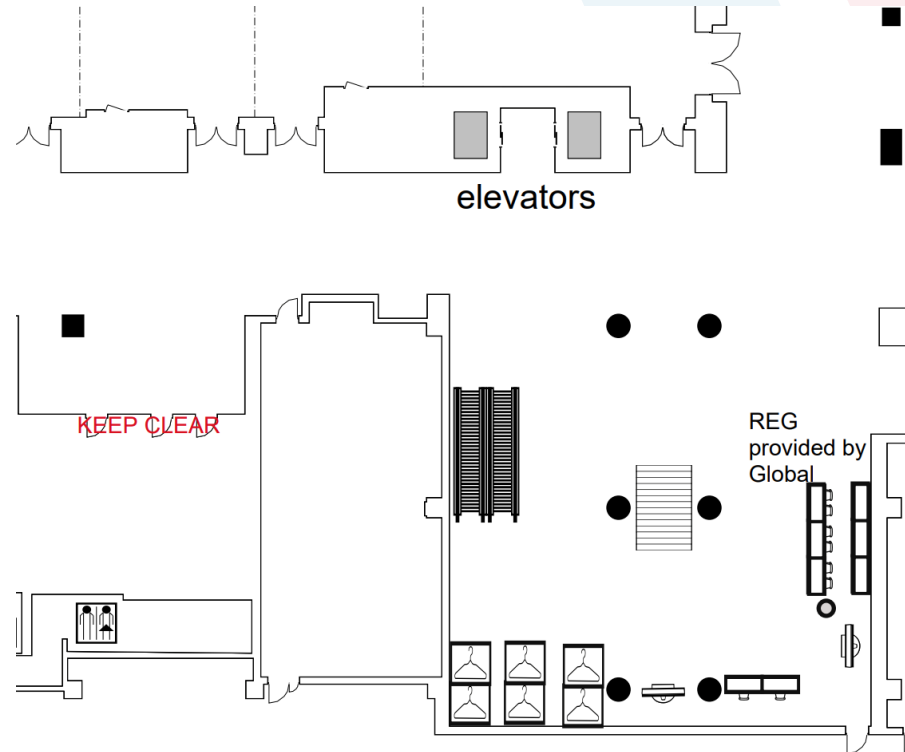


# When you arrive



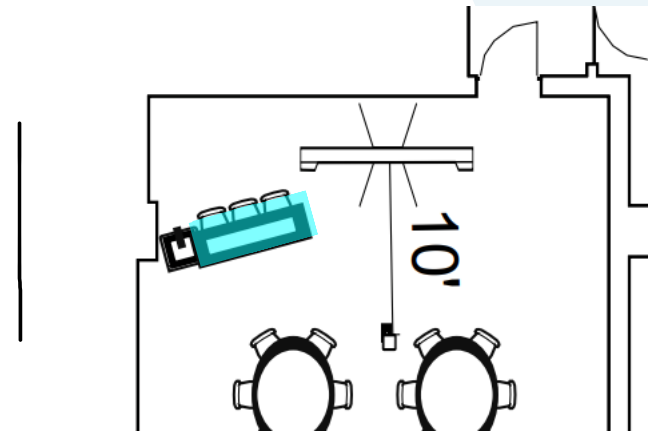
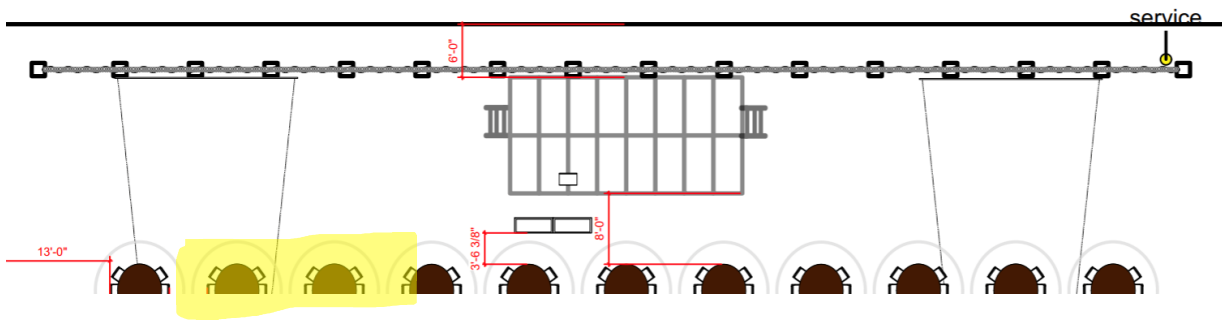
# Register...

- Please pick up your badge at the registration desk located in the Convention Hall atrium (adjacent to escalators on Convention Hall level)..



# 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...

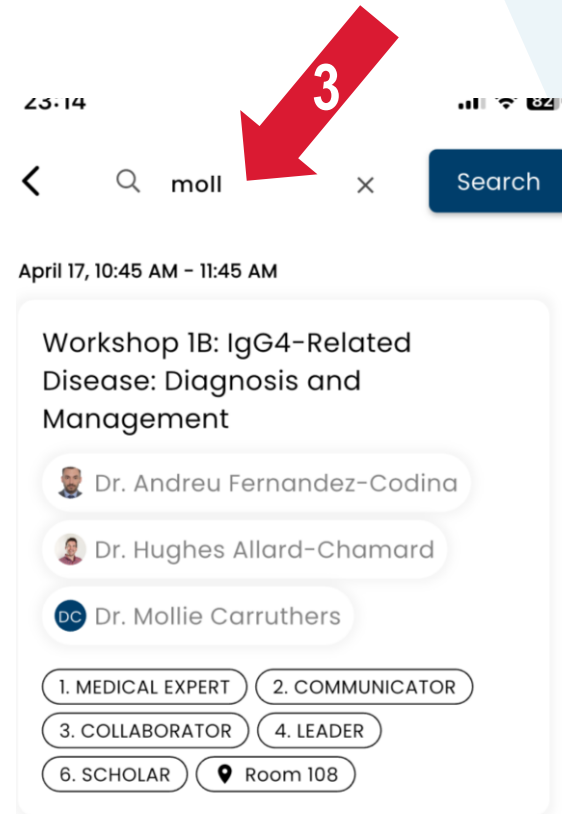
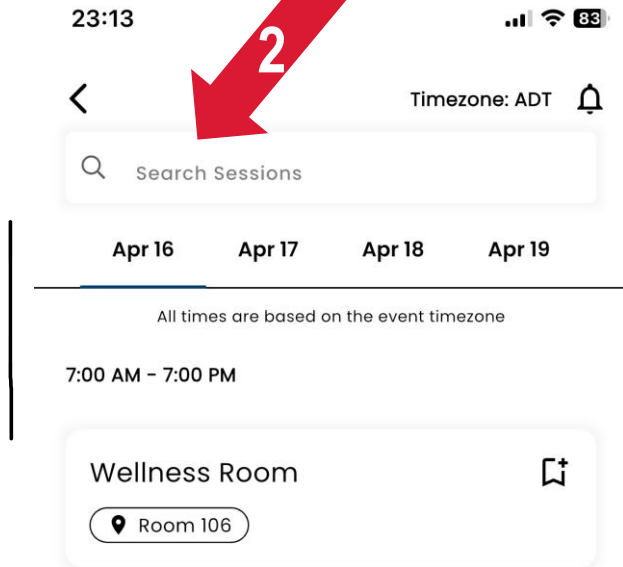
➤ You will find your presentation room on the Pheedloop App.

1 - Select Schedule

2 & 3 - Search your name and select your presentation (you will see the room listed)

4 - Select Add to Schedule

5 - Select Add to Calendar





# 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.

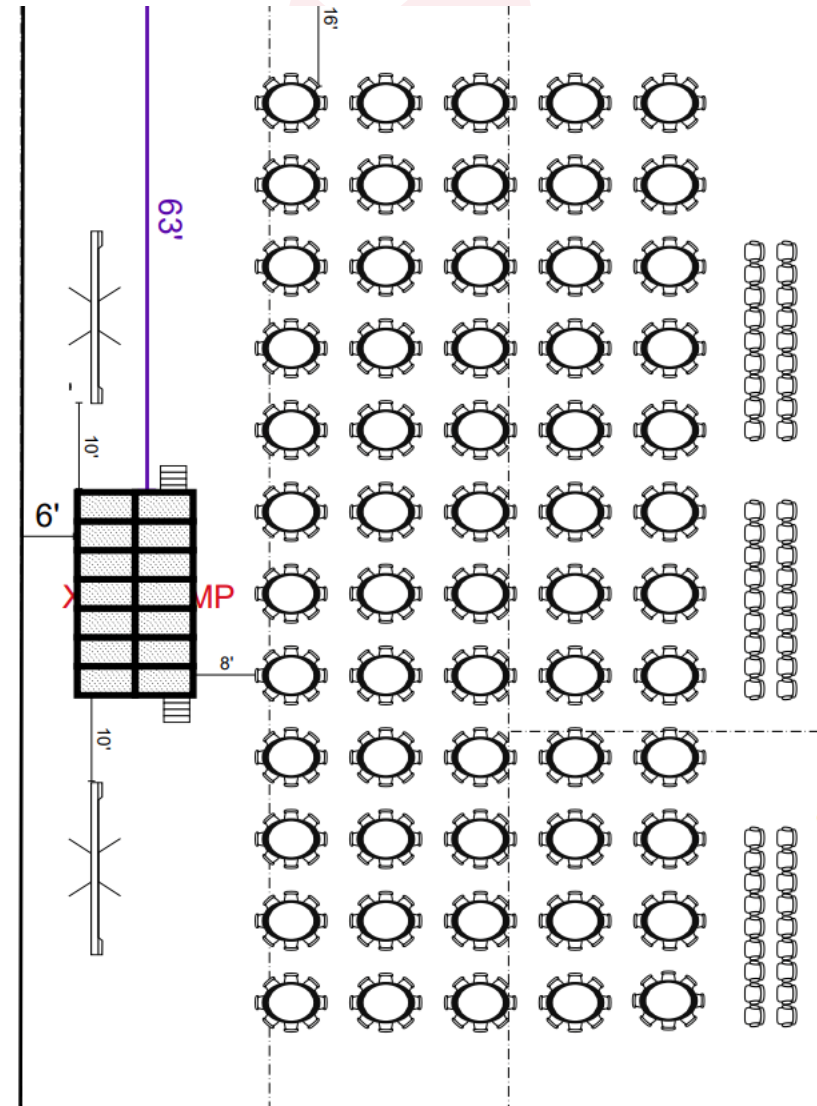
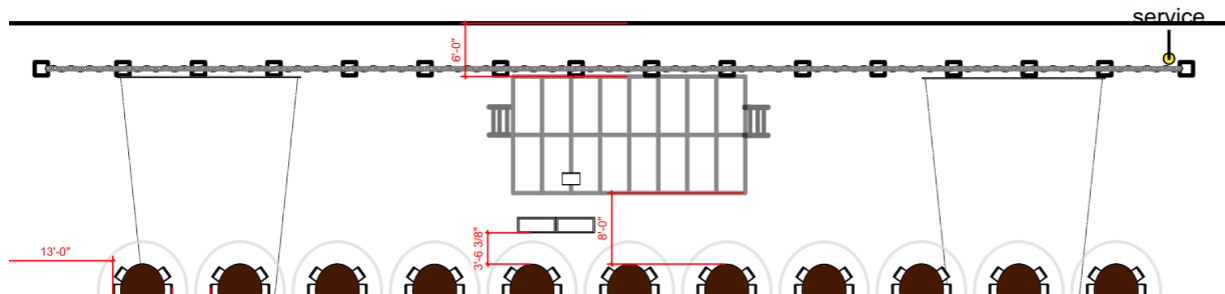
## You will be provided with:

- 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: C2-C4

## Stage:

- 16' deep x 32' 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.
- 1 countdown timer



# 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 generally be in rounds but will vary. 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

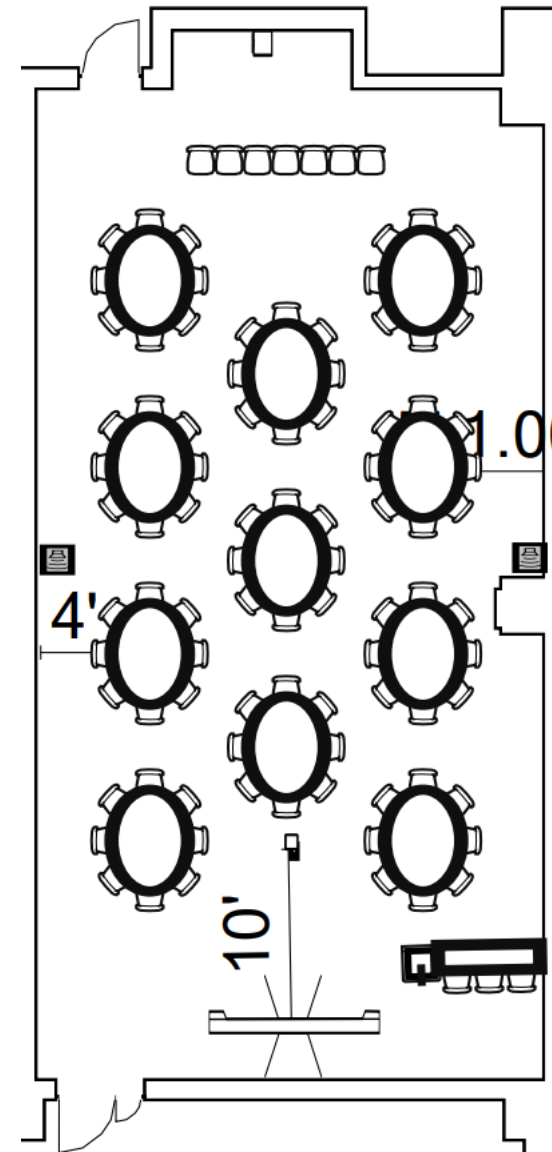
**NOTE:** Please ensure to have a copy of your printed notes, or a tablet to read your notes from as there will not be a confidence monitor in any of the Workshop rooms

# 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

Sample seating layout shown in rounds, but there are some variations.





# 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, including time for Q&A (timing details were provided in your invitation).

**NOTE:** The moderator will be also keep track 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 answer the poll question(s).

## 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

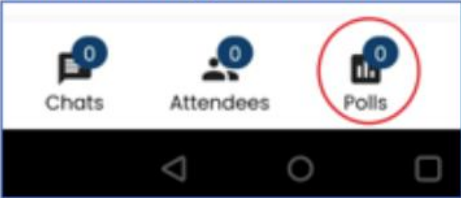
- Attendees access polls from your session on the schedule. Then they will click Polls at the bottom to access your polls. (You will NOT need to explain how they access the polls as the moderator will remind everyone before your presentation starts.)
- Results will be published after each poll.
  - In 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](mailto: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, please call or text me on my cell at 514-476-1770.

*Rosita Pollock*



# Questions?

