PODIUM PRESENTATIONS: Guidelines, Instructions & Deadlines

TIMING:

→ Podium presentations will have a time limit of **6 minutes** per talk; timing will be strictly enforced.

→ You will have **one minute** for both your entry and exit which is not included in your presentation time slot of 6 minutes.

→ Talks will be given in **groups of 3-4** with **6-8 minute discussion**, Question and Answer periods following each group.

→ There will be a large speaker monitor and a timer at the podium for speakers.

→ The Moderator for each session will introduce podium speakers, ensure that you remain on time and will help to encourage audience participation during the Q&A period.

DESIGN:

→ A maximum of **10 Slides** are allowed, NOT including your COI or the title / author slides.

→ Slides should be **16:9 widescreen** format.

→ **Mac/Apple Users**: DO NOT use Keynote.

→ Your presentation must be saved as a PowerPoint **.pptx** or as a **.pdf file**.

→ Your presentation should be brought to the Conference on a USB key that is PC compatible
*This is a back up measure in case of issues with online capabilities or other problems on site

→ **Slide 1:** Must include your completed **Disclosure of Conflict of Interest (COI) form**. This information <u>must</u> be stated verbally **<u>whether you do or DO NOT</u>** have anything to disclose.

→ **Slide 2:** Include title of abstract and the author list

UPLOADING YOUR PODIUM PRESENTATION
DEADLINE: February 23rd, 2025

*<mark>IMPORTANT</mark>

→ There will **no longer be a Speaker Ready Area** at the CSS Conference; USB keys for uploading podium presentations will no longer be used. This will be done entirely online instead.

→ All presentations must be **UPLOADED IN ADVANCE** of the Conference using the Oxford Abstracts system. **This <u>must</u> be done by end of day <mark>FEBRUARY 23</mark>**. **<u>Please plan ahead</u>**.

→ The Master file containing all finalized talks will be downloaded by on site audiovisual technicians on Feb/26 and **no changes can be made** after that. We will be unable to make any exceptions to this.

INSTRUCTIONS FOR UPLOADING YOUR TALK:

→ **Login** to your **Oxford Abstracts** account: **https://auth.oxfordabstracts.com/**

→ **Click** the red **EDIT** button for the abstract you wish to add your presentation file onto.

→ **Scroll down** to the bottom of your submission and **upload** your presentation file where indicated "**Podium Presentation File Upload**".

→ Only **.ppt, .pptx** and **.pdf** files are accepted.

→ **Remember** to **upload your COI Form** while amending your submission (see link below)

→ **Click** the red **SUBMIT** button to complete the process.

PRESENTER DEADLINES & EXPECTATIONS

FEBRUARY 10 - REGISTRATION Deadline
All presenters are expected to register for the Conference.
*A $75 late fee will be applied to all registrations received after February 10, 2025.

REGISTER NOW: **https://register.oxfordabstracts.com/event/74094**

FEBRUARY 7 - PRESENTER NAME CHANGES
Any changes or corrections regarding the presenter's name listed for your abstract must be sent to the CSS office no later than February 7. Please ensure spelling is shown correctly.

View Presentation Lists - ePOSTERS:
https://spinecanada.ca/wp-content/uploads/2025/01/ePOSTERS-Presentation-List-Jan-14-2025.pdf

View Presentation Lists - PODIUM:
https://spinecanada.ca/wp-content/uploads/2025/01/PODIUM-Presentation-List-Jan-14-2025.pdf

View CSS 2025 PROGRAM SCHEDULE:
https://virtual.oxfordabstracts.com/ - /e/css2025/program

FEBRUARY 23 - DISCLOSURE of COI FORM UPLOAD DUE
Your COI Form must be completed and **uploaded** into Oxford Abstracts for
each abstract you are presenting by February 23.

The same completed form can be used for multiple abstracts. Instructions are attached regarding how to upload your form properly.
NOTE: This process has changed from previous years; please do NOT email your form.

DISCLOSURE of COI – Information and Upload Instructions:
https://spinecanada.ca/wp-content/uploads/2025/01/COI-Form-Instructions-2025.pdf

DISCLOSURE of COI – Blank Form:
https://spinecanada.ca/wp-content/uploads/2025/01/2025COIForm.pdf

IMPORTANT   FEBRUARY 23 – Abstract Presentations: UPLOAD DUE

All podium and e-poster abstract presentations **MUST be uploaded IN ADVANCE** of the CSS Conference using the **Oxford Abstracts online system**. After Feb/23 **no changes** will be able to be made. There will not be a Speaker Ready Area nor USB keys being used at the CSS Conference this year. All abstract presentations must be uploaded online as directed on the instructions page.

LOGIN to Oxford Abstracts: **https://auth.oxfordabstracts.com/**