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 4-5** with **6-8 minute discussion**, Question and Answer periods following each group. Each group will be called to take a seat on the stage by the Moderator immediately prior to the segment their presentation will take place.

→ 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.

→ **IMPORTANT**: Presenters must declare conflicts or lack thereof at the start of their presentation.

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**: Please DO NOT use Keynote

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

→ As a **BACK UP** measure - Your presentation should be brought to the Conference on a USB key that is PC compatible *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 whether you <u>DO or DO NOT</u> have anything to disclose.

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

UPLOADING YOUR PODIUM PRESENTATION
DEADLINE: March 1st, 2026

*IMPORTANT

→ All presentations must be **UPLOADED IN ADVANCE** of the Conference using the Oxford Abstracts system. **This must be done by end of day MARCH 1**. <u>**Please plan ahead**</u>.

→ The Master file containing all finalized talks will be downloaded by on site audiovisual technicians on Mar/1 and **no changes can be made** after that. We are 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 & NOTABLES

JANUARY 23 – HOTEL RESERVATIONS

The deadline to book Hotel Reservations in the CSS block is Jan/23 but rooms may sell out before then.

Fairmont Reservations Team 1-833-762-6866

Be sure to indicate that you are with the Canadian Spine Society to receive our group rates.

GROUP CODE: 0226SPINE

If you have any issues reserving your hotel room at the Fairmont, please reach out to Jennifer Edwards, CSS Director of Operations for assistance css@spinecanada.ca

FEBRUARY 2 - 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 2. Please ensure spelling is shown correctly.

View Presentation Lists - PODIUM:

https://spinecanada.ca/wp-content/uploads/2026/01/PODIUMPresentationListJan72026.pdf

View CSS 2026 PROGRAM SCHEDULE:

https://www.cssconference.ca/

FEBRUARY 13 - REGISTRATION Deadline

All presenters are expected to register for the Conference.
*A $75 LATE FEE will be applied to all registrations received after February 13, 2026.

REGISTER NOW: https://www.cssconference.ca/

MARCH 1 - DISCLOSURE of COI FORM UPLOAD DUE

Your COI Form **must be completed and uploaded** into Oxford Abstracts for all abstracts you are presenting by March 1, 2026. The same form can be used for multiple presentations. Use the **LINK** below to access the **step-by-step instructions** for how to upload your form.

Disclosure of Conflict Of Interest (COI) – INSTRUCTIONS & INFO:

https://spinecanada.ca/wp-content/uploads/2026/01/COI-Form-InstructionsCSS.pdf

Disclosure of Conflict Of Interest (COI) – Blank Form:

https://spinecanada.ca/wp-content/uploads/2025/12/2026CSSCOIForm.pdf

IMPORTANT MARCH 1 – Abstract Presentations: UPLOADS DUE

All podium and e-poster abstract presentations **are required to be uploaded IN ADVANCE** of the CSS Conference using the **Oxford Abstracts online system** as directed (see page 1).

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