Speaker Tips

Thank you very much for agreeing to be a speaker for BCCPA's Annual Conference 2016. To ensure that your session and/or panel runs smoothly, we have provided some general guidelines here.

Before the Conference

- Register for the conference.

- Please ensure to book your hotel with our preferred rates well in advance, as rooms at the Fairmont Chateau Whistler fill up quickly.

- (Optional): Access discounted travel and tourist experiences

- In order to create our conference agenda, we will need a high resolution photo and a 150-word bio from you. Please ensure to email this to Cathy Szmaus, Manager of Events & Administration, at cathy@bccare.ca by **February 28th**, 2016.

- If you intend on using a slide deck for your presentation, please email the presentation to Lara Croll at lara@bccare.ca by **May 20th**, 2016. Please also bring the slide deck on a USB drive. This will help avoid delays due to technical difficulties.

On the day of your Session and/or Panel

- Please register at the registration desk, on the day you arrive, in the Frontenac Foyer to receive your Speaker Credentials and Delegate Bag.

- If you are in a panel, please feel free to refer to the Program Guide (provided onsite) to review the biographies of your fellow speakers.

- Please arrive at your session/panel at least **10- 15 minutes** before it is scheduled to begin.

- Please try to keep your presentation to the allotted time, and allow at least **5-10 minutes** for a **Q&A** session with the audience.

- Please remind the delegates to access supporting documents and PowerPoint slides on our special post-conference Resource Links webpage.

A/V requirements

Each room will be fully equipped with a projector, screen, microphone, and speakers for audio. Should you require additional A/V equipment that is not listed, please contact Lara Croll at lara@bccare.ca by May 20th, 2016.

After the Conference

If you would like to make your slide deck or any supporting documents accessible to the delegates, please email them to Lara Croll at lara@bccare.ca, shortly before or shortly after the conference. These resources will be made available to all the delegates through our special post-conference Resource Links webpage.

Reminder: If you have not yet registered for the 2016 BCCPA Annual Conference, please do so at the link provided below for our program guide. By doing so you will gain access to meals, conference workshops, and evening events. Should you have any questions or concerns, please contact Cathy Szmaus, Manager of Events and Administration, at cathy@bccare.ca.

Additional Resources:

- Fairmont Chateau Floor Plan
- Map to the Fairmont Chateau
- Link to our Conference Home Page