Speaker Tips

Thank you very much for agreeing to be a speaker for BCCPA's Annual Conference 2015. To ensure that your session and/or panel runs smoothly, we have provided some general guidelines here.

Before the Conference

If you intend on using a slide deck for your presentation, please email the presentation to Gagan Lidhran (Intern) at gagan@bccare.ca ASAP. 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 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 **15-20 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 Gagan Lidhran (Intern) at gagan@bccare.ca ASAP.

After the Conference

If you would like to make your slide deck or any supporting documents accessible to the delegates, please email them to Gagan Lidhran (Intern) gagan@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 2015 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 Gagan Lidhran (Intern).

Additional Resources:

- Fairmont Chateau Floor Plan
- Map to the Fairmont Chateau
- Link to our Program Guide