

3. Session Format (please indicate below the format of your presentation):

“How to” Session/Practical Tools

Showcase/Exhibit

Panel Presentation

Interactive Session

Lecture/Paper

Facilitated Small Group

Language of Session:*

English

French

ASL

4. Session Content Description (maximum 250 words):

5. Content Summary or Abstract (maximum 100 words). Please note that if your proposal is selected, this summary will likely be used for the program booklet.

6. Session Objectives: Please describe what knowledge or skill participants will gain (maximum 100 words):

7. Biography: Please provide a brief biography of 50 words or if you are presenting in a group, a description of the group.

AV Questions and Information for Presenters

8. Is there any audio or video feature attached to your presentation?

Yes

No

9. Will there be any video streaming in your session?

Yes

No

Please endeavor to use videos that have closed captioning for greater accessibility.

Please note:

- I. You are responsible for bringing your own laptop.
- II. Laptops will be connecting to projectors via a VGA connection.
- III. If you will be using a MAC computer, please ensure that you bring the relevant dongle that will allow for a VGA connection. This will not be supplied onsite as different MAC computers connect differently.
- IV. Please bring any other accessories that you might require.

Accommodations

10. Please indicate if you or any member of your group requires an accommodation (please note that a member of the CAPDHHE 2016 Planning Committee may contact you directly regarding the accommodation(s) you have requested).

Acknowledgement and Additional Notes:

We are grateful to the contributions and sharing of knowledge by all workshop presenters and co-presenters. We recognize the time commitment, passion and energy that go into preparing and delivering a presentation.

We ask that you note the following:

- Presenters are strongly encouraged to participate for the duration of the conference. Presenters who stay for the entirety of the conference are expected to register for the conference and pay the registration fee. If you would like to attend the conference solely for the day that you are presenting, we can offer you a \$250.00 one-day registration fee plus GST for this purpose.
- Be responsible for all out-of-pocket expenses including transportation, room and board.
- Be responsible for providing handouts for a maximum of 30 participants.
- Be willing to present without expecting any form of payment including an honorarium or fee-for-service, etc.
- Submit, in a timely manner, any address, name or presentation information change.
- Submit an **electronic copy of the presentation no later than April 22, 2016**. We require the presentation in advance in order to give the American Sign Language (ASL) translators the time to be able to read and prepare their translation of the presentation.
- Please note that we will also circulate the presentations to participants.

Notice regarding the collection of information:

The personal information that is contained in this form is confidential and collected pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act, and will be used for CAPDHHE 2016 conference planning and correspondence purposes, and implementation of services and accommodations. If you have any questions in this regard, please contact ssone@mtroyal.ca.

Name	Organization	Date
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