Speaker Cheat Sheet

Thank you for your interest in speaking at CAMRT 2025 taking place May 2-3, 2025, at Jasper Park Lodge, in Jasper, Alberta. Below you can find all the information you will need to be a speaker at our national conference. If you have any questions, please email acraven@camrt.ca

Compensation Structure

If you are co-presenting, the compensation noted below will be spilt between the two presenters. We have raised our compensation amounts for 2025 to assist in the cost of travel to Jasper.

25 minute presentation *(20 min presentation, 5 min Q&A)*	50 minute presentation *(40 min presentation, 10 min Q&A)*	Poster Author
Choice of the following: 1. $150 honorarium 2. 1 day registration pass ($375 value)* 3. Donate honorarium to the CAMRT Foundation	Choice of the following: 1. $300 honorarium 2. Full Conference registration pass ($699 value)** 3. Donate honorarium to the CAMRT Foundation 4. 1 day pass and $150 honorarium	25% discount on conference registration

*Includes access to all sessions and meals day presenting as well as the CAMRT Awards reception on the evening on May 2nd
**Includes access to all sessions and meals on May 2-3 as well as the CAMRT Awards reception on the evening on May 2nd, and access to all sessions on demand following the event

Expenses for travel and accommodation are the responsibility of the speaker. We have secured a discounted rate of $239 at Jasper Park Lodge. We will also have discounts available for Air Canada, WestJet and Sundog transfers. Information on how to access these discounts to be released in January 2025.

Deadlines

- November 1st, 2024: Abstract and education sessions submissions due
- January 15th, 2025: Poster abstract submissions due
- Early January 2025: Conference registration open
  - Our speakers are our greatest draw to this event! If you are comfortable we would love it if you would promote it to your networks on socials and to your colleagues.
- January 2025: All those who submitted to be a speaker will be notified if they were successful or not
- February 2025: Compensation choices due
- Late March 2025: Program schedule will be released
- Mid April 2025: Speaker trainings take place
- April 26th, 2025, PowerPoint files (or otherwise) due.
- May 2-3, 2025: Event days

Dates subject to change

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Questions? Contact Ashley Craven, Manager of Conferences and Events, Corporate Partnerships
acraven@camrt.ca 613-234-0012 ext. 235

Hybrid Conference

If you have presented at conference between 2021-2024 we are switching up the roll out for the hybrid event by no longer making pre-recordings mandatory. However, it will be an option, should you wish to do so.

By agreeing to speak at CAMRT 2025 you are agreeing to give both a live in-person presentation (at the podium in front of the in-person audience and delivering virtually live from the virtual studio on site. The **two instances of your presentation** will happen at different times over the weekend. The scheduling of all presentations, in person and virtual, will happen in late March 2025 once all or most of our speakers have been booked. Participating in a fully hybrid event adds many more considerations and information needed in order for it to run smoothly. We appreciate your willingness to help us reach many more MRTs this way, so this education is accessible to everyone.
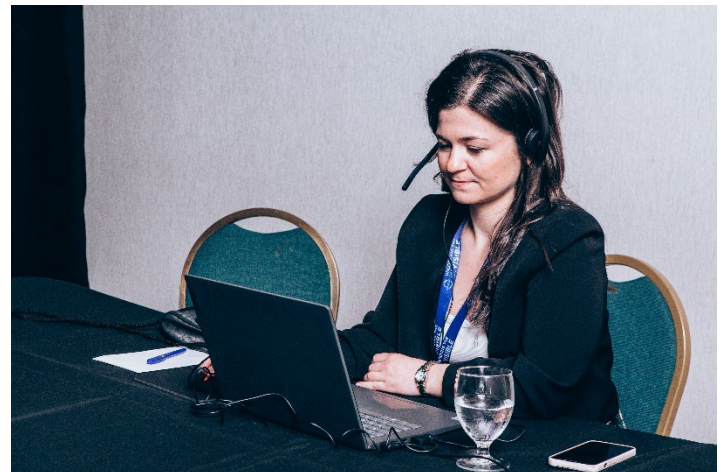
Key Hybrid Info
- We will have a virtual studio site for you present your session again for the virtual audience.
  - You will go to the virtual studio during your time slot where our production team will get you set up at laptop.
- You will receive calendar invites for both versions of your session in April which will include everything you need to know such as what room you're in-person session will be held in, where the virtual studio is, any links you might need, who your moderator will be etc.
- We will be holding speaker training sessions in mid April where we will give you an overview of everything you can expect and answer any questions you may have. We will run this two times so you can pick the best time that works for you to attend.

Self Pre-Recording

If you wish to prerecord your own session for the virtual audience you may! This is only if you feel more comfortable pre-recording it and having it play for the virtual audience and then you would join live only for your Q&A after your pre-recording plays, still form the on-site virtual studio. Some presenters may prefer this as it will assist you in keeping on time, avoid any risk of technology malfunctions (ie. Embedded videos not playing) and you don't have to worry about using a set up you are not used to etc. We only recommend you do this if you have done so before (ex. you are an educator or have done so already as a speaker for another event). Please plan to provide your file to us by no later **April 5th, 2025.**

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You can use zoom or vimeo or otherwise. Note: When you start your presentation you can essentially pretend that you have just received a lovely introduction.

Tips for recording:

- Frame yourself so the top of your head is near the top of the camera frame
- Use a window or turn on a lamp in front of you so we can see your face
- Ensure you are in a quiet and private space
- Using a headset is recommended
- If you are co-presenting it is best that you are each at your own device, in separate locations
- Reminder: Where third party copyrighted material is included in the presentation, you must have obtained the appropriate copyright permission to use the content (multimedia, images, graphics, tables, etc.) and have provided CAMRT with a copy of the permission. **Copyright tips below.**

Copyright

If you are showing images in your presentation, it is important to make sure that you either own the imagery, it is copyright-free, or you have permission to reproduce that image. Clinical images must be fully de-identified. This is not meant to make a ton of extra work for you when creating your presentation, but just to ensure you are mindful of which images you use.

Important notes about your presentation:

There are sites that include copyright free images (available under a creative commons license), however you must provide the source of the image on the slide(s); how to do this is usually described on the website you are borrowing from. Here are some examples:

- https://www.pexels.com/royalty-free-images/
- https://pixabay.com/
- https://www.freeimages.com/
- This site https://openi.nlm.nih.gov/gridquery?it=xg&coll=mpx&m=1&n=100 contains a large number of Public Domain Images.

You must have appropriate permission from your site(s) privacy officer or equivalent to display clinical images. Clinical imagery must be anonymized. For any questions relating to copyright permission and fair use policies, please contact jgill@camrt.ca

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Miscellaneous & Tips

- When creating your presentation be sure you are using the newest version of PowerPoint, and standard fonts otherwise your formatting my not match what you have created when it is uploaded onto the laptops at the conference
- Ensure you are using larger font sizes with not too much text per slide as smaller text can become pixelated when it is streamed to the virtual audience.
- If you do not have access to a newer version of PowerPoint, we recommending using canva.com, it is free
- Due to the restrictions of category A credit assignments speakers cannot claim credit for any session they are a part of.
- The title of your session should be concise (no more than 10 words)
- A minimum of 2 learning objectives are required when you submit your abstract/session form. The objectives must be specific and clearly identify what the participants will learn. To describe the learning objective, use an action verb.
    - For example:
        - Explore new and emerging applications of artificial intelligence.
        - Discuss machine learning

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