

Speaker Information for the CLAE Conference

We are looking forward to the conference in Quebec City and appreciate your involvement and hard work in order to make this a successful event! To assist you with preparation please review the details below.

Accreditation

In order to comply with important accreditation standards **all presenters** must complete or note the following:

1. The provided disclosure slides must be used when preparing your presentation and declarations must be verbalized at the start of your presentation;
2. A minimum of 25% of your presentation must be interactive;
3. Generic, rather than trade names, must be used in presentations;
4. Branding or sponsor logos are not allowed in presentation slides;
5. It is important to write references on slides and incorporate evidence if possible; and
6. Ensure your presentation respects the following:
 - [CMA Guidelines for Physicians in Interactions with Industry](#)
 - [Rx&D Code of Ethical Practices](#)
 - [Code of Ethics for Parties involved in Continuing Medical Education](#)
 - [Quebec Code of Ethics](#)

Audio Visual

Each session room is equipped with the following:

- Screen
- Projector
- Laptop
- Podium + mic
- Table with 2 mics

PowerPoint Presentations

You are responsible for bringing your final presentation on a USB (PowerPoint format). There will be a technician in the room where you are scheduled to speak that will assist in loading your presentation. Please be sure to visit the technician during the break prior to your presentation. **Do not forget to include the required disclosures slides at the beginning of your session. Declarations must be verbalized at the start of your presentation.**

Speaker PowerPoint presentations will be made available to delegates in a password protected area of the CLAE website after the conference.

Handouts

The CLAE does not print handouts for speakers. If you wish to have handouts during a session please print and bring them to your session. A business center is available at the hotel if required.