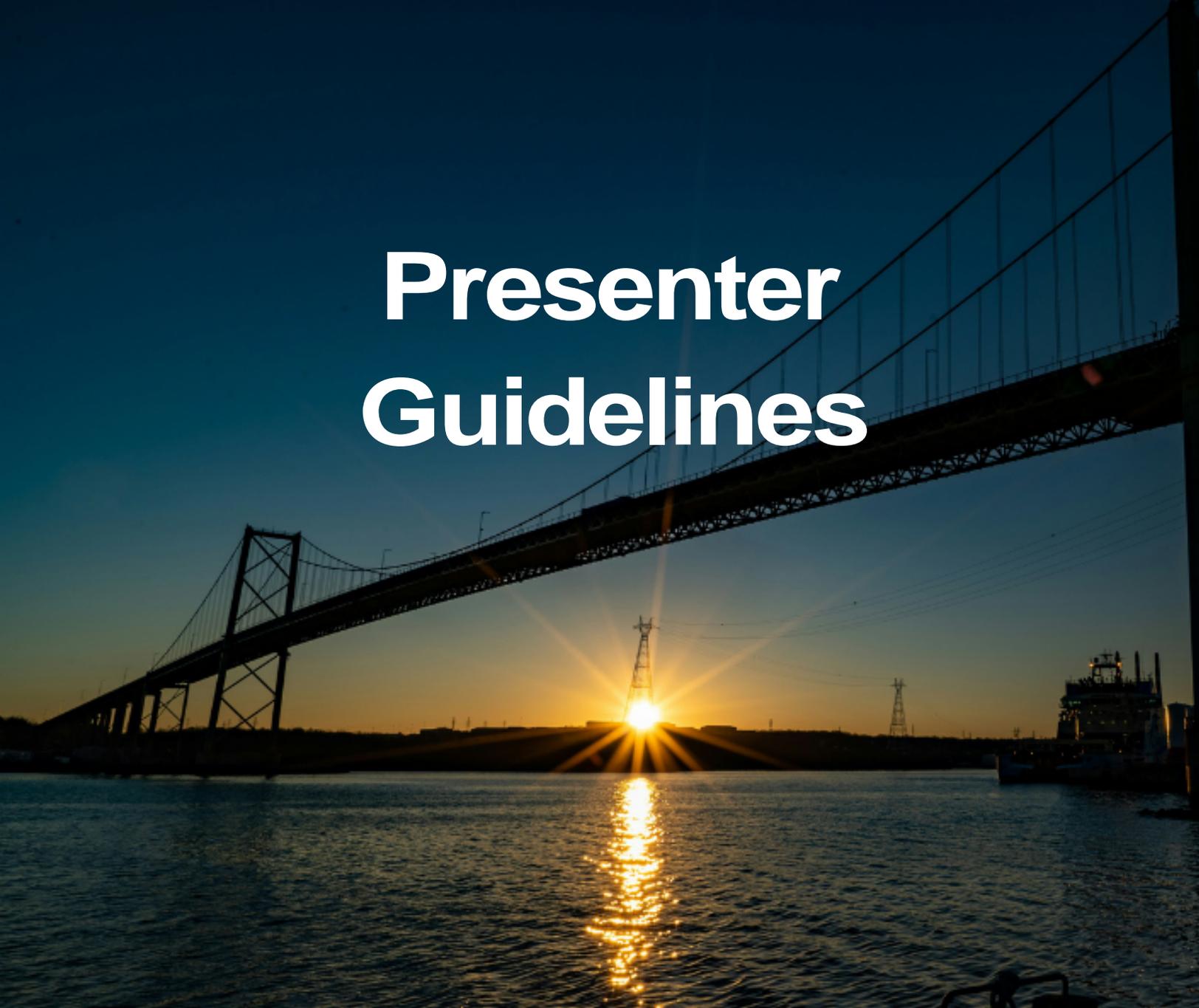# Presenter Guidelines

Thriving in Change and Complexity

Rising to the challenge in Continuing Education

CAUCE CONFERENCE 2026
HALIFAX | MAY 13–15

CAUCE 2026 Annual Conference
Thriving in Change and Complexity: Rising to the challenge in Continuing Education

DUE DATES

1. **March 1, 2026 -** Your presentation description and speaker information will be uploaded and available in PheedLoop, our conference app. If needed, they may be edited to align with CAUCE's standards. Please review your session descriptions to ensure accuracy. Send minor edits to Dee at info@cauce-aepuc.ca.

2. **March 23, 2026 -** All speakers must have registered and paid for the conference**.**

   Please follow the instructions on the [Registration](#) page. It is important that all our speakers register early, as we have sold out for the last few years.

3. **April 10, 2026**

   - Book your accommodation and flights. The deadline for our conference rates at the Lord Nelson Hotel is **April 10**.

   - Notify **Flavia** at conference2026@dal.ca if you require additional equipment for your presentation. All concurrent sessions have the following:
     - ✓ One (1) HD LCD projector with a HDMI connection and 1920×1080 resolution.
     - ✓ One (1) projection screen 16:9 aspect ratio.
     - ✓ Speakers and microphones are provided.
     - ✓ Wireless internet connectivity.

   NOTE: Presenters are required to bring their own laptop.

   - Confirm any special requests: it is your responsibility to contact Flavia at conference2026@dal.ca for special requests, ex:
     - ✓ Your presentation requires a different setup.
     - ✓ The device you're presenting from only has a VGA output connection.
     - ✓ You will be connecting an iPad

4. **May 8, 2026 -** Please send your completed PPT or PDF to Dee at info@cauce-aepuc.ca.

5. **May 13-15, 2026:** CAUCE 2026 Conference at Dalhousie University

PREPARE FOR YOUR PRESENTATION

1.   What should I know about the conference audience?

Most attendees work in various areas of continuing education units across Canada. They will be looking for strategic and operational information they can use when they return to work. Usually, they gravitate to:
- Presenters who are conversational, to-the-point, and can relate to their needs.
- Presentations that use concrete experiences rather than theoretical propositions or literature reviews.
- Examples and demonstrations of the concepts, tools, and techniques being shared.
- Presentations with useable takeaways.

2.   How many people can I expect at my presentation?

Attendance can vary widely depending on the interests of the attendees. Typically, our conference concurrent sessions host 25-45 attendees.

3.   What do I need to do before creating my presentation?

The description of your presentation is the most critical aspect as it drives people's decisions. You'll want to make sure the presentation you create fully matches the details of the description we have posted. Please review your presentation description in PheedLoop. This can refresh your proposed talking points and ensure the description still aligns with your presentation goals.

4.   What kind of presentation do people expect?

It's simple: design a presentation that you would want to attend. Attendees prefer presentations that go beyond a passive lecture. Think about what interactive techniques and audience participation tools you can add to your presentation:
- Query your audience with open-ended questions.
- Use student-response tools that can be used via their smartphones, or polls that can be answered via show of hands.
- Go through case studies that illustrate your point.
- Make people stand up, stretch, and share their perspectives with one another.

PRESENTATION MATERIALS

1.   Do I have to provide presentation materials?

While slide decks and/or resources are not mandatory, if you're able to share them, we highly encourage it. Please upload a PDF of your presentation to Pheedloop after your session or Dee will upload your PDF presentation if you have submitted it. Before submitting, we recommend checking your materials for readability and spelling/grammar errors and ensuring that they look exactly as you intended.

While not required, you might also want to consider creating practical resource materials for your audience to enhance their experience and help them use your content when they return to work. These materials can be for use during the presentation or for attendees to review afterward. Some examples are:

- A short summary of the key points from your presentation
- Checklists and/or action plans.
- Job aids or tools.
- A list of recommended websites, articles, books, media, and more on your topic.

While you could print these materials, we encourage you to save them online and share a link or QR code. The code or document can be added to your PheedLoop presentation.

2.   Can I include promotional content in my presentation and/or materials?

Speakers are to refrain from including promotional content in their presentation slides or accompanying materials. If you're unsure if something would be considered promotional content, please ask: info@cauce-aepuc.ca.

3.   What kind of presentation materials can I submit?

The materials you submit should either directly share content from your presentation and/or enhance the topic further, either during the presentation or afterward. Your materials can include your slide deck, exercises, resource lists, job aids, cheat sheets, and infographics. We also recommend including your contact information in your materials at the end of your presentation deck.

4.   What kind of presentation deck should I submit?

Plain and simple, we encourage you to go beyond just bullet points. Keep your presentation materials sleek, to the point, and visually engaging. We also encourage you to think beyond your presentation materials and consider what ways

you can engage your audience and enhance the learning experience. A PPT template is available on our website.

5.   How should I format my materials?

Shared documents should be provided in PDF format. If you have multiple resources to distribute during your presentation, please combine them into a single PDF. If merging isn't possible or you need assistance, feel free to contact Dee at info@cauce-aepuc.ca to discuss your options.

NOTE: The file size for your presentation materials should not exceed 10MB. If one or more of your files is larger than 10MB, you will need to host the file elsewhere and create a link to provide attendees.

PROMOTE YOUR PRESENTATION

1.   Conference hashtag

Informing individuals about your presentation is an excellent method to expand your audience. Below are some pointers to kick-start the process:

- When discussing the conference on social media platforms, utilize the designated conference hashtag, CAUCE2026, to increase visibility.
- As the event approaches, engage with the discussions and inquiries under the hashtag, initiating interactions well before the conference commences.

2.   Presentation Videos

Join us in recording a brief video to entice attendees to join your presentation! Treat it like an elevator pitch, seizing the opportunity to convey the value you'll provide. It's as easy as snapping a selfie—quick and effortless. Grab your smartphone, tablet, or webcam, and in just a few minutes, you're ready to share it on social media! Remember these tips:

- Keep it concise: Aim for around 30 seconds.
- Introduce yourself authentically, letting your true personality shine through.
- Stay on topic: Focus on your presentation, not a sales pitch.
- Craft your teaser to pique interest and provide a brief, enticing look at your topic.
- Highlight what sets your presentation apart, how it benefits attendees, and what they'll gain.

3.   Speaker Badges and Logos

There are logos and badges available to use in blog posts, social media posts, and email signatures. Please link to, https://cauce-aepuc.ca/conference/, the CAUCE 2026 Conference homepage. Contact Dee info@cauce-aepuc.ca for these badges.

DELIVER YOUR PRESENTATION

1.   When will I have access to the presentation room?

Presentation rooms will be open during the conference hours. Please arrive at your room at 10-15 minutes before the start of your presentation to:

- Introduce yourself to the room moderator.
- Connect your USB to the presentation podium computer.
- Load and test your presentation.
- Welcome attendees as they arrive at the presentation.

2.   When can I start my presentation?

The room moderator will introduce you and your presentation at the scheduled time. Please note that some attendees might continue to arrive after you have started.

3.   When should I finish my presentation?

Ideally, aim to conclude your presentation with 10–15 minutes remaining for questions. This is often the part attendees look forward to most, and allowing ample time for their questions and comments not only enhances engagement but also provides valuable insights for you as the presenter.

4.   How should I manage questions and comments?

There's no right or wrong answer here. To provide some guidance, let's consider two formats:

- Take questions as you go: This format embeds interactivity, but it could consume your presentation time so limit the number of questions before continuing your presentation. Remind your audience there is time at the end of your presentation for additional questions.

- Take questions at the end only: This format focuses on keeping the structure and cadence of the presentation and it's highly beneficial for the speaker.

Regardless of the format you're planning to use, please strive for clarity and succinctness when responding to questions.

5.   What if I experience technical issues during my presentation?

Stay calm. If the technical issues occur midway through your presentation, you might not have time to troubleshoot them. You can ask the room host to assist while you:

- Apologize to your audience for the inconvenience.
- Remember: nobody knows your topic better than you, and people are used to technical issues.
- Take two steps to bring yourself closer to the audience and continue your presentation if you can.

AFTER THE PRESENTATION

1. How soon should I leave the room?

The room moderator will thank you for your presentation at the scheduled end time. Please remember to take your computer, adaptors, and USB.

2. What if attendees want to continue the conversation?

Please move additional conversations to the public conference facility. Subsequent presenters will need time to set up for the next session.

3. Share your presentation PPT

To share presentation information with all attendees, we encourage you to upload a PDF of your presentation to PheedLoop after your session. If you require assistance, please contact Dee at info@cauce-aepuc.ca.