



INSTRUCTION FOR AUTHORS AND PRESENTERS

Time, Format and Submission of Presentations

- There will be a projector and a laptop for displaying your slides. We will use Microsoft Team for online participation. Therefore, you need to share your slides through Microsoft Team while presenting. It is recommended to be familiar with the Microsoft Team platform, especially the presentation and sharing functions.
- Each parallel session will last **90 minutes**. We recommend that each presentation be between 10 and 15 minutes.
 - In sessions with **5 papers**, each presenter will have a maximum of ****18 minutes**** for both presentation and discussion.
 - In sessions with **4 papers**, each presenter will have a maximum of ****20 minutes**** for both presentation and discussion.
- Presentations (for parallel sessions I, II, V & VI), in PowerPoint format, should be uploaded by October 24, 2025. The link to submit the slide has been posted on the program page along with each parallel session (<https://caree.ca/program/>). We appreciate your cooperation for the smooth transition of the various presentations. If you bring the slides on a USB stick, it may take some time to upload, or there may be a compatibility issue that affects your presentation time.
- The organization of the discussion within each session will be defined by the ****session chair**** in coordination with the presenters.
- The online presentation must be video recorded and submitted by **October 24**. The slides should be submitted using the link (see the program page <https://caree.ca/program/>), and the video recording should be emailed to caree@uoguelph.ca. For a large file (over 10 MB), it is recommended to use Google Drive, OneDrive, or Dropbox and share the link with editing rights. However, **the presenter should join the online Q&A session for their presentation**.
- We hope to organize the best presentation awards.

Poster Presentation

- There is a dedicated session for poster presentation on Oct 29/30 at 12.30 pm to 13.45pm.



- The soft copy (JPG/PNG format) of the poster should be uploaded by October 24. Please submit your poster through the following link: <https://caree.ca/poster-submission/>. We will display the poster on a dedicated page on the website.
- We will provide a poster board, and to accommodate the size of the poster room, please design posters that are no larger than 48 inches wide x 36 inches tall. The presenter should bring the hard copy of the poster for the poster session on Oct 29/30.
- We hope to organize the best poster award.

Professional Development and Roundtable Session

- The facilitator of the session is responsible for the coordination and communication with the speakers and presenters for parallel sessions II and IV.
- If there are two sessions during a particular parallel session, we have indicated the time allotted for each session. The facilitators of the two sessions may coordinate on this.
- If you use any slides, please bring them on a USB stick and ensure they are uploaded to the computer before the session.

Joining Online Meeting and CAREE Community

- We will use Microsoft Teams and schedule meeting links for each of the parallel sessions. If there is a speaker joining online, they should use the provided link to join the meeting. We will post links and instructions on how to join the team meetings under the CAREE community forum.
- Please sign up for [CAREE Community](#) for further details on how to join the parallel session. We will also use this web application for information related to conference logistics.