

## **Important TBLT 2019 Presenter Information**

We look forward to welcoming you to Ottawa. To ensure that your session is successful and productive, please review the information about the TBLT 2019 sessions below.

To learn when and where you are presenting, please view the [searchable schedule](#). You can also find the time and location of your presentation(s) by looking under “Your submissions” in your [ConfTool account](#).

### **General information**

**Conference site:** All conference sessions will be held on Carleton University campus, at **Richcraft Hall**. This part of campus is the newest addition, with an open concept design and technologically-equipped rooms. The building also features a beautiful balcony that overlooks the Rideau River.

Richcraft Hall (marked as “RB” in the Conference program) is easily accessible above ground or via the tunnel that stretches the length of the University.

**Equipment:** All conference rooms are equipped with a computer, screen, high-speed Internet connection, and a projector. Presenters are encouraged to **bring their presentations on a USB key**. Should you, however, need to use a laptop, please be sure to bring with you the necessary dongle/adaptor to connect your laptop to the projector – we cannot guarantee that our Audiovisual service may be able to provide you with the necessary equipment and as such, ask for your cooperation in this regard.

Lapel microphones will only be provided in RB 2200; the smaller conference rooms are not equipped with microphones.

**Internet access:** Complementary Wi-Fi will be made available for the duration of the conference (August 19-21, 2019) across Richcraft Hall. Please use the following information to log in:

Wifi Network Name: **SLALS**

Password: **carleton2019**

**AV support:** Our Audiovisual technicians will be checking in on all conference rooms at certain times during the conference. Should you need technical assistance in a

conference room and a technician is not around, please alert the conference Registration Desk located in the Atrium of Richcraft Hall.

**Scheduling:** Please note that because additional 5 minutes have been scheduled between sessions to allow time for attendees to move from one location to another, the indicated end time of your session is the START time for the session that follows. That is, if, for example, you are presenting a paper, you are allocated a total of 35 minutes (20 for the presentation, 10 for a discussion, and 5 minutes to switch rooms/allow the next presenter to set up).

**Handouts/Visual aids:** Should you wish to provide your audience with handouts or any other visual aids, please bring these with you.

### **Colloquia Instructions**

Each colloquium is two hours in length and includes 3-5 thematically linked papers.

The colloquia organizers are responsible for monitoring the time of each presentation, ensuring that sufficient time is provided for questions and discussion with the audience, and ending the session on time.

### **Individual Paper Session Instructions**

Each presentation is 20 minutes long, followed by 10 minutes for questions.

Session chairs will be present to monitor the time of each presentation, ensuring that sufficient time is provided for questions and discussion with the audience, and ending the session on time. Reminders at 10, 5, and 2-minute marks will be provided.

### **Workshop Instructions**

Each workshop is one hour in length.

The workshop organizers are responsible for monitoring the time of their presentation, ensuring that sufficient time is provided for questions and discussion with the audience, and ending the session on time.

### **Show-and-Tell Session Instructions**

Each Show-and-Tell session is 20 minutes long, followed by a 10-minute discussion.

The session organizers are responsible for monitoring the time of their presentation, ensuring that sufficient time is provided for questions and discussion with the audience, and ending the session on time.

### **Poster Session Instructions**

Each poster will be displayed in the Atrium of Richcraft Hall for approximately 1.5 hours, according to the following schedule:

Monday, August 19 – 12:00-1:40 p.m.

Tuesday, August 20 – 12:00-1:40 p.m. AND 4:30-6:10 p.m.

Wednesday, August 21 – 9:05-10:45 a.m.

Presenters should remain next to their poster during their scheduled time to answer questions from the audience.

**4' x 6' poster display boards will be provided to display posters.** Please use hook Velcro to attach posters.

Please note that no AV equipment will be made available for poster sessions. You may use your own equipment such as a laptop or portable DVD player, but please ensure that your equipment battery has enough battery power to last for the duration of your session as proximity to outlets cannot be guaranteed.