PREPARING FOR YOUR SESSION

Table of Contents

Questions? Contact **ILA2019Global@ila-net.org**.

Accessing the Online Program

We encourage you to check the program to confirm the date, time, and location of your session and **explore the full conference program** before you arrive in Ottawa! For participants in Presentation sessions, please note that the number of presentations in your session may have changed since you received your scheduling notice. The online program can be accessed at https://convention2.allacademic.com/one/ila/ila19/.

Viewing the program does not require logging in; simply click on one of the browsing/searching options on the menu on the left side of the page or use the search field at the top of the page. The quickest way to find your session schedule is to enter your last name in the search field; however, you can search by a number of different factors such as session title, presentation title, affiliation, etc.

Signing in to the online program does allow you to **create and save a personal schedule** for the conference. Click on the sign in link on the left side or at the top of the page (look for the padlock symbol), and enter your ILA user name and password. If you cannot remember your user name and password, use the appropriate link in the sign in box to retrieve your information.

In addition, all registrants, presenter or not, will receive a PDF of the printed program next week. Keep in mind, however, that the online program will be the most up-to-date. "Daily Updates" to the print program will be posted at the ILA Help Desk on site and to the conference community via ILA's networking tool, Intersections. All registrants will receive an email message once the community has been activated. Use the tool to stay updated about any changes to the program, to connect with fellow conference attendees, and to share your thoughts about the conference.

Emerging Scholars Research Consortium (ESRC)
Logistics and Poster Specifications

Date: Friday, 25 October
Time: 16:45 – 17:45
Location: Shaw Centre, Meeting Room 214

Setup & Removal
You will be able to **set up your poster on Friday, 25 October from 15:45 to 16:45**. You may attach your poster to any free board using Velcro that will be provided. Posters must be removed promptly at the end of the session. *Posters that remain on the boards after the session ends will be discarded.*

Poster Specifications
Posters will be displayed on horizontal 8' x 4' (2.4 m x 1.2 m) poster boards; each poster will have 1 side of a board. Note that a metal frame is included within these dimensions.
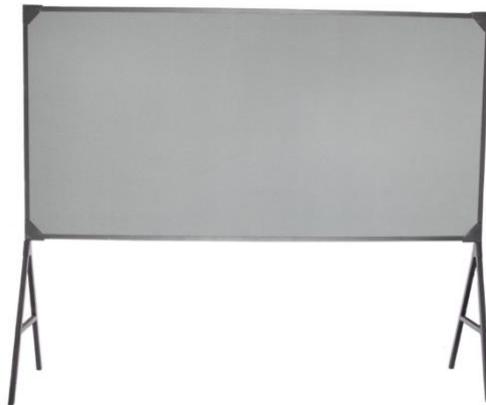
The dimensions of your ESRC poster should be no more than 8' x 4' (2.4 m x 1.2 m); however, *if you are also presenting the same poster in the Poster Session on Saturday evening, your poster should be no more than 4' x 4' (1.2 m x 1.2 m) as 2 posters share 1 side of a board for that event*. Posters can be fastened to the boards using Velcro that will be provided.

☒ **No electricity will be available nor will AV equipment or display tables be permitted.**

Interactive Roundtable Discussion Session Logistics

Date: Friday, 25 October
Time: 16:15 – 17:45
Location: Shaw Centre, Canada Hall 2

Please **arrive at the hall 15 minutes early** so that you can find your table and be prepared to begin the session promptly at 16:15. Note that afternoon refreshments will be served beginning at 16:00 in Canada Hall 2.

When you arrive, you'll find the hall set with 41 tables with 8 chairs around each table. Each table will have both a number and presentation title sign. You will be able to find the table number assigned to your discussion in the printed program book (a PDF of which will be emailed to all registered attendees next week).

The 90-minute session is divided into four blocks of time. A bell will ring at the beginning of each time block, and attendees will have the opportunity to move to another roundtable or remain where they are to continue the conversation. After each bell, the presenter(s) takes a few minutes to frame the topic, and then the balance of time is used to facilitate a discussion with participants at the table; **a traditional presentation is not permitted for this session**. Including time built in to allow for participants to move and settle at new tables, the bell will ring 4 times (16:15 begin, ~16:37 ring, ~17:00 ring, ~17:22 ring, 17:45 finished).

☒ **No electricity or AV equipment will be provided.** If you would like to enhance your IRD with visuals or sound, you are welcome to use your own laptop at your table; however, there will be no access to electrical outlets, so please be sure your computer battery is fully charged.

Poster Session Logistics and Poster Specifications

Date: Saturday, 26 October
Time: 18:30 – 20:00
Location: Shaw Centre, Canada Hall 2

Setup

Set up your poster in Canada Hall 2 on **Saturday, 26 October, between 15:00 and 18:15**. Each poster will be assigned a number in the printed conference program (a PDF of which will be emailed to all registered attendees next week) and corresponding numbers will be posted on the boards. Posters can be fastened to the boards using Velcro, which will be provided.

Poster Session Timing & Flow

The session begins at 18:30 and will be situated next to exhibitors and authors and held in conjunction with the [Saturday Night Extravaganza](). Excellent attendance is expected at this event.

The session will be split into two shifts, 18:30-19:30 and 19:00-20:00. You may stand with your poster the entire hour and a half or just during your designated time; however, all posters should remain on the boards until 20:00. **Presenters of odd numbered posters will present from 18:30-19:30; presenters of even numbered posters will present from 19:00-20:00.**

Poster Specifications

Posters will be displayed on horizontal 8' x 4' (2.4 m x 1.2 m) poster boards. Note that a metal frame is included within these dimensions.
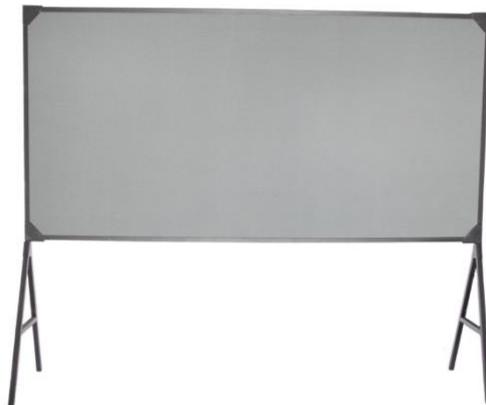
2 posters will share each side of a board. **The dimensions of your poster should be no more than 4' x 4' (1.2 m x 1.2 m).** Posters can be fastened to the boards using Velcro that will be provided.

☒ **No electricity will be available nor will AV equipment or display tables be permitted.**

Removal
All posters must be removed at the end of the poster session promptly **at 20:00 on Saturday, 26 October**. Posters that remain on the boards after this time will be discarded.

Audiovisual, Internet Access, and Technical Assistance

ILA provides the following AV equipment for Panel Discussion, Presentation, Spotlight, Symposium, and Workshop sessions:

☑ PC laptop loaded with Office Suite

☑ Small auxiliary laptop speakers

☑ LCD projector and screen

☑ Flip charts and markers

☑ Meeting Rooms 205, 206, 207, 208, 210, 213, and 215 will be equipped with a wireless podium microphone

☒ ILA does not provide wireless presentation remote controls (aka clickers). You are welcome to bring your own clicker to use during your session.

We strongly encourage all presenters to use the laptops that are provided in the presentation rooms. Given that there are sometimes up to 6 presentations in a session, switching back and forth between laptops can be very disruptive to the flow of the session and can take up precious presentation time, not to mention the risk of the switch not going smoothly and technical support being needed. Therefore, please **bring your presentation, if applicable, on a USB drive/memory stick, and load it onto the laptop 10-15 minutes before your session begins.**

Note: No AV equipment or electricity will be provided for the ESRC, Interactive Roundtable Discussion, or Poster sessions.

Wi-fi access is available in presentation rooms via these steps:

1. Search the available wireless networks
2. Connect to **"Freeman AV WIFI"**
3. Open your preferred web browser (You will be automatically re-directed to a logon page)
4. Select "Credit Card" as your method of payment in the drop down menu
5. Enter the required information
6. Select $15/3hrs
7. Accept the terms and conditions and click "Continue"

If you are relying on the Internet for the success of your presentation/session, **we recommend that you purchase a high speed, wired connection** for your presentation to ensure the best possible connectivity reducing any risk of failure during the session. For further details, please contact ILA's Director of

Conferences, Bridget Chisholm, by 18 October at ILA2019Global@ila-net.org with "Internet Access for Presenter" as your subject line.

If you encounter technical difficulties during your session, please notify an ILA volunteer (they may be in your room or in the hallway and will be wearing yellow hats with an ILA logo). They will arrange for assistance from an on-site technician.

Supplemental Material and Handouts

We encourage you to upload supplemental material that you would like to share with attendees to the online program site **prior to your session**; however, the system will remain open for uploading indefinitely. During the week of 13 October, we will advise conference registrants that they may access/download session material through the online program. Examples of supplemental material to upload include:

- handouts
- a copy of a PowerPoint presentation
- a copy of a poster
- a scholarly paper
- information about presenters
- CVs
- additional information about your research or program
- a combination thereof

Access to this material will be available to anyone that visits the 2019 global conference [online program](#).

The system allows for **one (1) file** to be uploaded. If you want to include multiple documents (for instance multiple papers, handouts and a paper, handouts and a PowerPoint presentation, an original paper and a PowerPoint presentation, etc.), you will need to **create one file** that contains all the material you want to upload.

IMPORTANT: For Panel Discussion, Symposium, and Workshop sessions, the original submitter should gather all material from participants of the session and then create one file to upload.

Only the original submitter or individuals with editing access can upload material. If you follow the steps below and do not see a link to upload, then you do not have editing access. Please coordinate your efforts with the original submitter or request editing access from ILA2019Global@ila-net.org and include "Editing Access Needed" in the subject line.

In addition to uploading, **you may bring copies of your material/handouts** to your session in Ottawa, but the online option saves paper and space in your luggage. Presenters are responsible for creating, copying, and distributing handouts.

The closest copy center to Shaw Centre is RYTEC Printing. Note that they are closed on Saturday and Sunday. Uploading your supplemental material and sending people to the online program is quick, easy, and free!

We are sometimes asked: How many attendees might I expect in my concurrent session room? This is very difficult to predict because attendees do not have to register for individual sessions. With 10 concurrent sessions over 3 days, up to 22 rooms in each concurrent session, and over 1,000 attendees, it is impossible to predict how many people will come to your session. If you would like to hand out materials, we recommend that you bring what you are comfortable traveling with. If you run out, direct people to the online program.

Instructions for Uploading Supplemental Material

1. **Log in** to the CFP/conference program site at http://convention2.allacademic.com/one/ila/ila19/ using your ILA username and password (click on the 'lock' icon at the upper-right corner). If you have forgotten your username or password, click on the appropriate link above the username and password fields. Please do not create a new profile; your presentation proposal will only be accessible through through the profile under which you submitted.

2. Under the Navigation Menu, click on "**Main Menu**".

3. Under Submitter Menu, click on the "**View a Proposal/Read Reviews/Upload Supplemental Material**".

4. In the Submissions tab, you'll now see a list of your submissions. To the right of each title will be an "**upload**" link. Click on the word "upload". *If you do not see any presentations listed under the Submissions tab, it means that you do not have editing access to your submission.* Please contact ILA2019global@ila-net.org and include "Editing Access Needed" in the subject line to request editing access.

5. Near the bottom of the next page, click on the "**Choose File**" button to browse your computer and select the document to upload. You may upload one of the following formats: Microsoft Word (.doc is preferred over .docx), Adobe PDF, or Rich Text Format(rtf). Note that individual files cannot exceed 10 MB.

6. Select the appropriate file and click "**Open**" to upload it to the system.

7. Click the "**Accept and Continue**" button. You will receive confirmation of your submission by email within twenty-four hours. All files will be converted to PDF format. Uploads typically are viewable immediately; however, in rare cases, the conversion may take up to 72 hours.

If at any time you want to replace the uploaded document with a revised version, simply follow these same steps, choose the new file, and it will replace the previously uploaded document. If you already uploaded a paper as part of the

proposal process, it will be replaced by the new upload, as each presentation can have only one file associated with it.