15th Global Conference on Ageing: Presenters Information Package

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*Please note that abstract presenters can choose between presenting virtually or in-person.

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Overview

The International Federation on Ageing 15th Global Conference on Ageing "Rights Matter" represents a critical point of connection virtually and in-person to join with delegates from around the world to learn, share experiences and help to drive change in age-related policy and practice.

Date: Pre-Conference 9 November 2021
Conference 10-12 November 2021

Location: Virtual and in-person at the Hilton Niagara Falls/Fallsview Hotel & Suites

Through this information package we hope that experienced as well as new presenters will enjoy and optimise the experience sharing new knowledge and connections.

Paper, Symposium and Workshop Presentations

Format and design

Create the PowerPoint (PPT) using a PC as there is a limited availability of MAC computers.

PPT Presentations should be in a 16:9 widescreen format (not standard) for better resolution. See some design tips for consideration:

- Use 16:9 widescreen format

- The IFA has included a PPT template with the right size, ratio and dimensions presenters can use as guide to make their own presentations. *Use of this template is highly encouraged.* To download the PPT template, please click here.

- Clear and standard font such as Arial or Calibri

- Font size at least 24-26 points

- Avoid using all capitals, clip art and overuse of pictures

- Pictures should be inserted as a JPEG file to maintain the quality of the images while minimizing memory requirements

- Audio sounds such as bells, whistles, zooming sounds are not encouraged

- The presentation should be checked for grammar and spelling

Saving and sending presentations

- **1 October 2021** is the deadline for sending PPT for uploading into the conference system. Please indicate whether there are special elements such as embedded media/movie/audio so that this can be checked by the technician. Please noted that the actual media file must be part of the uploaded file.

- Presenters are encouraged to send their presentations (whether they are attending in person or virtually) prior to the conference to avoid last-minute challenges.

- Save the file using the following nomenclature

Abstract #. Last Name, First Initial. Title.   **Ex: 999. Smith, A. Sample abstract title.**

Poster Presentations

Format and design

A poster presentation is designed to allow the presenter to have a static image of text and graphics describing preliminary findings from research or published papers, description of programs or their activities or other creative work completed in the field related to the conference themes.

Presenters will have the opportunity to present virtually and in person, and all poster presentations will be accessible on display on-site and in the virtual platform.

When preparing a poster, simplicity is the key, please keep in mind the following recommendations:

- A poster should provide clear information on objectives, the approach, the main results and conclusions or describe a case study or program. Where appropriate use pictures, graphs and (limited) tables rather than text.

Preparation of posters for an in-person presentation

Each poster will be presented on a single HD TV screen (50 inch minimum). The poster does not have to be the maximum size but should be large enough to be read from a comfortable distance (at least 1.5 m away).

Poster presentations will be assigned a time slot in the conference program and presenters are asked to be available to answer questions and engage with attendees.

Poster digital screens will include the presenter's name, abstract number and the title.

Poster Presentation Resolution:

Poster presentations should be exported with a resolution of 1920 pixels wide by 1080 pixels tall and are to be send in JPEG or PDF file. With this option set, the embedded high resolution images, will remain high resolution.

The IFA has included a poster template with the right size, ratio and dimensions presenters can use as guide to make their own poster presentations.
To download the poster template, please click here.

When placing graphics such as images or logo art in poster presentations, please try to use elements in high definition. To preview the quality of your poster presentation, select a magnification of 100% when viewing your poster file. This will give you a very good approximation of what it will look like on the virtual platform.

Preparation of posters for virtual presentation

The virtual conference platform has a designated area (a virtual booth) for poster presentations where delegates can interact with the presenter in real-time or where meetings can be scheduled for discussions. Please see image below.

Resolution needed for poster presentations: 1920 wide by 1080 pixels tall and are to be send in JPEG or PDF file.
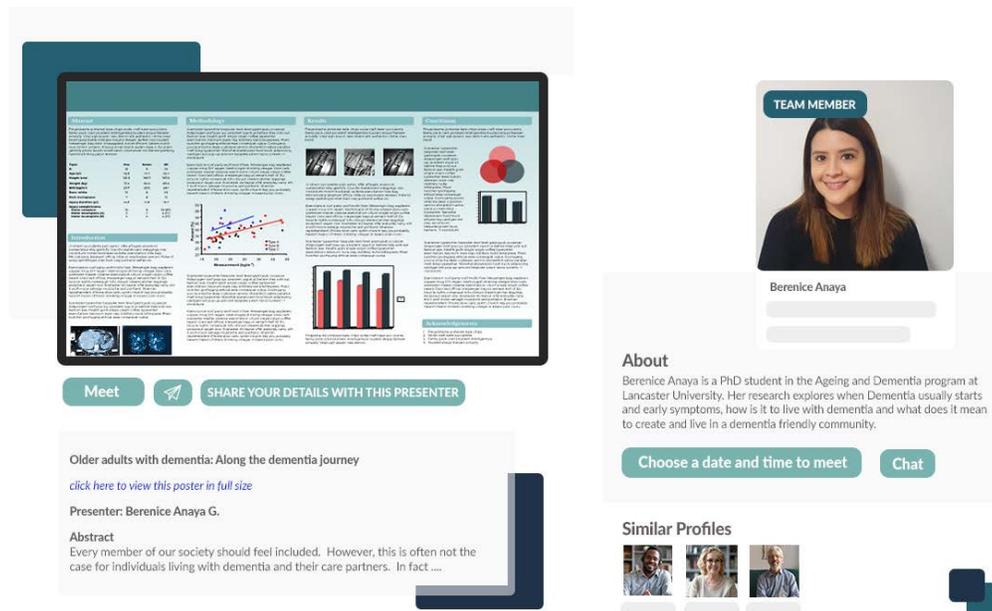
Saving and sending presentations

- **1 October 2021** is the deadline for sending the poster pdf for uploading into the conference system. Please indicate whether there are special elements such as embedded media/movie/audio so that this can be checked by the technician. Please noted that the actual media file must be part of the uploaded file.

- Presenters are encouraged to send their presentations (whether they are attending in person or virtually) prior to the conference to avoid last-minute challenges.

- Save the file using the following format:
  Abstract #. Last Name, First Initial. Title.   Ex: 999. Smith, A. Sample abstract title.

Knowledge Dissemination

As a presenter at the IFA conference and having had an abstract or abstracts accepted for presentation, conference organizers are assuming that the abstract can be published and promoted on the IFA websites as well as through social media.

It is acknowledged that presentations and their authors and presenters may attract attention from not only other delegates but also the print and news media.

Should any delegate presenter not wish to have their paper/session promoted it is the responsibility of that person to make their wishes known to the IFA immediately.

At the Conference

Speaker room

The MAHOGONY room located at the Four Points by Sheraton Hotel is the speaker's room where delegates can review presentations and make last-minute updates. If presentations are updated these versions must be given to the technician who will note the 'date and time of the session.' It is the responsibility of the presenter to communicate with the technician in the room and confirm the correct version.

All delegates are requested to back up their presentation to a USB compatible storage device and bring the back up to their presentation as a final precaution.

Session room (On-site)

Presenters are encouraged to arrive 10 minutes before the session however we recognise that delegates may be moving from one session to the next.

All presentations will be already uploaded and available on the laptop in the session room. There will be volunteers in the room and audio-visual technicians to support presenters.

Session room (Virtually)

Presenters are encouraged to arrive 15 minutes before the session to check the video, volume, audio quality and test advance features such as organizing breakout rooms and screen sharing.

Recommendations:

Session logistics

- Ensure adequate lighting
- Plug your laptop directly into your ethernet for a faster and more reliable internet connection
- Use a high-quality headset with a microphone
- Close any applications on your laptop that you are not using in your session

Presentation format and guidelines

A successful conference is often not only about making connections, networking, hearing from key opinion leaders, and being challenged by new thinking and ideas it is also about being on- time. We ask presenters to consider and respect session duration and time allocated for presentations.

Please prepare thoroughly to ensure that the presentation and messages are clear and well within the allocated time. Moderators will implement a strict schedule as below:

a.   For **paper presentations**, the moderator will confirm the order of the presenters and the amount of time allocated for the presentation. Questions will be invited at the end of the papers, not after each presentation.

b.   Volunteers in the room will show a ==yellow card with 2 minutes== remaining, and then a ==red card== when the time allocated is finished.

c.   The moderator will ask the presenter to complete the presentation immediately and take their seat on the stage.

d.   For **symposiums**, the moderator (whether that be a speaker or an external person) will use the same general format (yellow and red card). Organizers of the symposium may choose to have questions after each presentation or at the end.

e.   For **workshops**, the presenter(s) will be responsible for conducting the session and should be aware of the volunteers in the room who will show a yellow card with 2 minutes remaining, and then a red card when the time allocated is finished.

f.   For **posters**, the presenter will be responsible for responding to questions or meetings virtually, and for conducting the session on-site (if attending in person) during the time that will be assigned in the conference program.

Scheduling and Logistics

In the coming weeks, delegates whose abstracts have been accepted for paper, workshop, symposium, and poster presentations will receive the date and time of their presentation(s) and the room where they will take place.

Nature and Equipment of Session (On-site)		
Session type	Presenters	Time
Paper	4-5 papers on a similar topic in each concurrent session	12 to 15 minutes per paper
Symposium	4-5 presenters per symposium	60 or 90 minutes maximum
Workshop	2-3 presenters	60 or 90 minutes maximum
Poster	1-2 presenters	

Amendments to Abstracts

1 October 2021 is the deadline for any minor changes to the abstract such as names of presenters as well as grammar and syntax. It is the sole responsibility of the presenters(s) to ensure that the abstract is ready for publishing in the abstract book.

All presenters must be paid conference delegates and submit a brief biography and recent photo with the abstract. The e-abstract book will be available for delegates and posted on the conference website.

Should the presenter(s) of an abstract be unable to attend the conference in-person or virtually, then the paper will be withdrawn from the program.

Online Training session

On **15 October 2021**, an online training session will be held to explain the different steps to follow to present virtually and in person, and any questions you may have will be answered.

The invitation to attend the meeting will be sent to you 1 week in advance and in case you cannot attend, the session will be recorded and shared with all delegates who will be presenting at the conference.