



Speaker Information Packet

Thank you for participating in the 2017 CanWEA Annual Conference and Exhibition as a speaker!

This year's conference is being held at the Palais de Congrès, 1001 Place Jean-Paul-Riopelle, Montreal, Quebec.

This packet is also designed to assist you in preparing for the conference. It provides helpful information that can make the experience more fruitful for conference attendees and for you as a knowledge expert presenting at this event.



CONFERENCE OVERVIEW

The Annual Canadian Wind Energy Conference & Exhibition is the meeting point for all members of the wind energy industry – top business executives, technical experts, decision and policy makers, and government representatives – to come together and address the key issues facing the industry today.

Premier exhibiting companies will present their cutting-edge technology and innovations that will help solve the industry's biggest problems and pave the way for a more efficient, effective, and sustainable energy future.

This year's conference will host close to 1,500 attendees representing a wide range of interests, including project developers, manufacturers, federal, provincial and municipal governments, utilities, consultants, communities and students.

ABOUT CANWEA

CanWEA is the voice of Canada's wind energy industry, actively promoting the responsible and sustainable growth of wind energy. A national non-profit association, CanWEA serves as Canada's leading source of credible information on wind energy and its social, economic and environmental benefits. Join us on [Facebook](#), follow us on [Twitter](#) and join the conversation at [windfacts.ca](#).

ABOUT CONFERENCE ATTENDEES

Who Attends

The education content is appropriate for wind energy experts and related industry professionals from a wide range of sectors including:

- Development
- Construction
- Financing
- Asset Managers
- Operations & Maintenance
- Community Planning
- Government
- Utilities
- Manufacturing
- Supply Chain
- Leading-Edge Software Technology
- Research

BREAKOUT SESSION: GENERAL INFORMATION

- Sessions are held concurrently on Wednesday and Thursday.
- Sessions are all 90 minutes in length; your session moderator will advise as to the length of your specific presentation.
- Each room will be set theatre style. All session rooms will be equipped with one or two (depending on room size) screen and LCD projector, a remote control for advancing slides, a podium with microphone, elevated head table with table microphones and a preview monitor. An audio-visual technician will be available to assist, if needed.
- Each session will be introduced by a moderator. He/she will welcome the attendees and introduce the speakers and make any housekeeping announcements. He/she will also moderate the question and answer portion of the session.

PRESENTATION REQUIREMENTS AND INFORMATION

- To insure compatibility, presentations should be created in Microsoft PowerPoint.
- Speakers are required to bring a copy of their presentation on a flash drive to provide to the AV technician on-site. Speakers are not permitted to run their presentation from their own laptop.

CANWEA'S STYLING STANDARDS FOR SLIDES

- Please set ratio to 4:3 (design tab, page set up)
- Minimum font size to use in your presentation = 28 Point.
- Utilize video when appropriate! Video is engaging and breaks the monotony.
- Have an image of some type on at least 90 percent of your slides. Minimize text (i.e., don't put too much text on individual slides). If attendees have to fight between reading the slide or listening to you, some information will be lost.
- Rule of Thumb: Bullets should have a maximum of 8 words each. Minimize clutter. Avoid including too much information on one slide.
- Colors are often paled by a projector and large screen, so use more vibrant colors than you normally would.
- If inserting graphs/charts please make sure all text is readable, if not, please do not use.

GENERAL CONFERENCE INFORMATION

Conference Attire

The dress code for attendees is business attire.

Conference Check in and Badge Pick up

Upon your arrival, please check in at the conference registration desk to pick up your badge and other conference materials.

Speaker Lounge

The Speakers Lounge is a place for you to relax, prepare for your session or have small meetings. Refreshments for speakers will be available throughout the day. You will have access to the Speakers Lounge during the conference located in room 518c at the Palais de Congrès and will be open for the following hours:

DATES

Tuesday, October 3
Wednesday, October 4
Thursday, October 5

TIMES

8:00 AM – 6:00 PM
7:00 AM – 6:00 PM
7:00 AM – 5:00 PM

Hotel Information

CanWEA has negotiated discounted hotel rates at a number of hotels for CanWEA conference attendees. Hotel reservations are taken on a first-come, first-served, space available basis. Please visit the conference website for [accommodation and travel information](#).

SPEAKER AND PANELIST INFORMATION CHECKLIST

Complete the Speaker Agreement Form. The agreement helps us to understand your presentation requirements and provides “ground rules” for presenting. Email the completed and signed form to Sharon Fryer; sharonfryer@canwea.ca as soon as you are able.

SPEAKERS submit by July 14.

Provide a short Biography and a Headshot. Bio should be approximately 150 words, 2-4 sentences, outlining your professional background only. Professional information is only needed relevant to your content and CanWEA reserves the right to edit. A head shot is also required (300 dpi, in EPS or JPEG format) to use in marketing materials. Email your bio and headshot to Erin Blaskie; erin@3flow.ca.

SPEAKERS submit by July 31.

Conference Registration. Conference speakers are eligible for a 50% discount from full conference fees at your level of membership. Please use the code **SPKF2017** when registering for the conference.

You will not be able to access the conference without registering.

SPEAKERS register by September 29.

Speaker Conference Call. A call will be scheduled at the beginning of September to review presentation content and logistics with your session moderator, fellow speakers and Sharon Fryer.

Submit Presentation Materials. Please provide a copy of your presentation to your session moderator and Sharon Fryer (sharonfryer@canwea.ca). **SPEAKERS submit by September 27.**

Bring to the Conference: A copy of your presentation on a flash drive or disk.