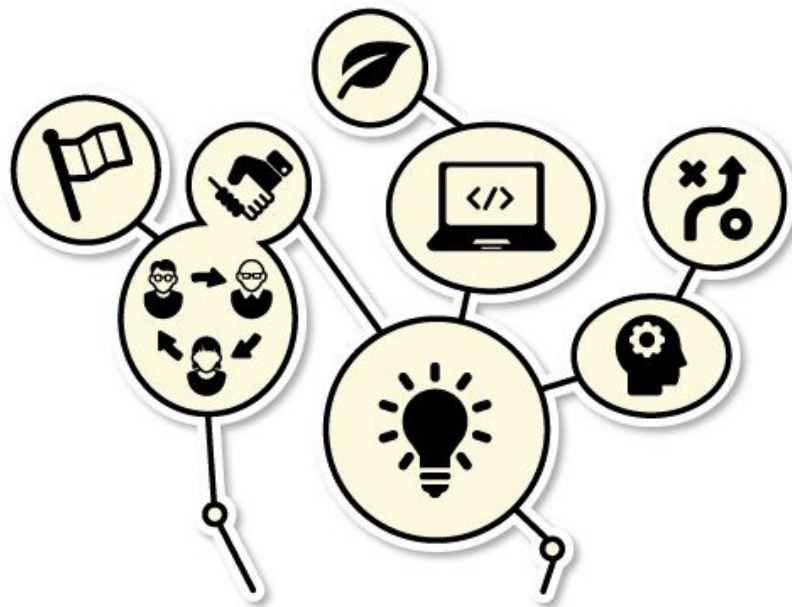


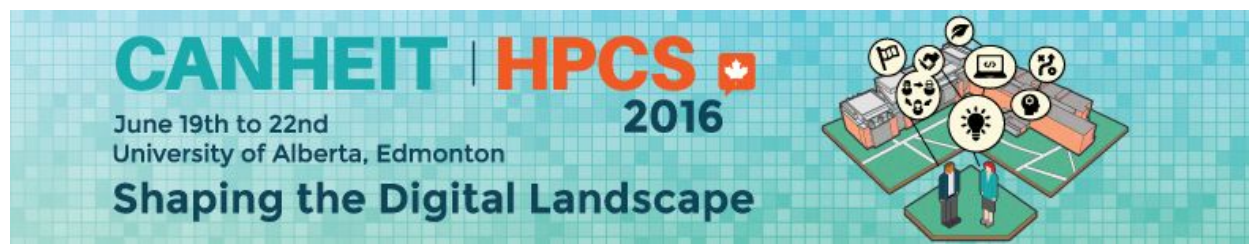


# CANHEIT HPCS | 2016

Shaping the Digital Landscape  
<http://canheit-hpcs.ualberta.ca>

## Speaker's Guide





## You're Presenting at CANHEIT | HPCS 2016!

Thank you for joining us at Canada's largest gathering of advanced research computing experts and campus IT leaders. Your contributions as a speaker will help make this event a success!

This package provides all of the information you'll need in preparation for your session. If you have any questions beyond the information provided here, please email us: [canheit-hpcs-info@ualberta.ca](mailto:canheit-hpcs-info@ualberta.ca).

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## Speaker's Checklists

### Before the event...

If you haven't already, <a href="#">register for CANHEIT   HPCS 2016</a> .	
If you are travelling from out of town and staying overnight, <a href="#">book a hotel room</a> .	
Review the <a href="#">presentation content guidelines</a> from our Call for Submissions.	
If you'd like to use our event-branded powerpoint template, <a href="#">download it here</a> .	
Please add and confirm your <b>speaker biography</b> through the <a href="#">Ex Ordo submission site</a> by <b>Sunday, June 12, 2016</b> . Instructions are <a href="#">here</a> .	
Please upload your presentation on <a href="#">Ex Ordo</a> by <b>Sunday, June 19, 2016</b> . Instructions are <a href="#">here</a> .	

### When you arrive...

<a href="#">Check the program</a> to confirm your session location and presentation time.	
If you would like to test video/audio files in your presentation, <a href="#">we have scheduled times on Sunday and during the event</a> where you can run through your slides prior to your session.	
Plan to <b>arrive at your session room 5-10 minutes prior to your session</b> , to set up your presentation and troubleshoot any last-minute technical questions.	
Tell the world you've arrived! We encourage all speakers and delegates to share photos and updates over Twitter using the hashtag <b>#Shaping2016</b> . Our host's handles are <b>@CANHEIT</b> and <b>@HPCSCANADA</b>	

# Preparing For Your Presentation

## Presentation Content Guidelines

The following guidelines were outlined in the CANHEIT | HPCS 2016 Call for Submissions:

### **Session presentations should clearly address the following questions:**

- What is the problem you are / were trying to address?
- What challenges did you encounter and how were they addressed?
- What role did technology play?
- What were your key learnings, research outcome(s), and/or method(s)?
- What are the takeaways for your audience?
- Please highlight best practices and success stories if applicable.

## Template Slide Deck

Presenters are welcome to use their own powerpoint templates, however if you would like to use event-branded slides, we have a template available for download here:

- [CANHEIT | HPCS 2016 Powerpoint Template](#)

## Uploading Your Presentation Materials

Please upload your completed slide deck **NO LATER THAN** end of day on **Sunday, June 19**. We will pre-load all presentations onto the podium computer in advance of your session.

Even if you plan to deliver your presentation using your own laptop, please upload your materials so that we have a copy of your slides available as a backup in case you encounter any issues with your laptop on the day of your session.

If you **make changes** to your slides between June 19 and the date of your session, please bring your updated presentation on a memory stick or on your laptop.

### ***Instructions for uploading your presentation and biography to the ExOrdo System:***

*(This is the same online portal used to submit your session proposal.)*

- Go to <https://canheit-hpcs2016.exordo.com>
- Login using the email address and password you used to create your account when you submitted your proposal. **Note:** If you have forgotten your password, click on the "Forgot your password" link located underneath the password field. Enter your email and click "Reset password". You will receive an email with the link and instructions to reset your password.

CANHEIT-HPCS 2016

LOG IN

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*Email:*

*Password:*

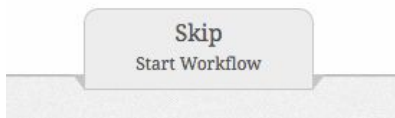
[Forgot your password?](#)

Log In

- From your Dashboard, click on 'Upload Presentation Material'



- After reviewing the guide notes for presenters, click the "Skip / Start Workflow" button.



- Confirm the presenters for your session. Once confirmed, click the "Done / Go To The Next Step" button.



- Each presenter is encouraged to supply a short biography that will be shared on the conference website and in the event's Guidebook app. Enter your biography in the field provided and then click the "Done / Go To The Next Step" button.



- Use the 'Upload File' button to upload your presentation. Accepted file types include: ppt, pptx, key, and pdf. Once you've selected a file, it will take a minute or two to upload. Once it is uploaded you will see it appear as a listed file under the 'Upload' button:

## PRESENTATION FILE

---

You are required to upload a file.  
Files must be one of the following formats - ppt, pptx, key or pdf

 Upload File

---

  My presentation.pdf

- After uploading your presentation, please check the consent box if you approve of your presentation being shared with other delegates. Then, click the “Done” button to save your presentation.

Would you like your presentation files to be shared with other delegates?

Yes, share my presentation files.

**Done**  
Save Presentation

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## Go Green

At CANHEIT | HPCS 2016 sustainability is a key focus. To keep sustainability top of mind, green practices will be integrated throughout the conference from printing to disposal to ensure our footprint is minimal. We're striving for a [Green Spaces Certification](#) to recognize our efforts leading up to and during the conference.

Help us achieve a sustainability award for this event. We are providing all delegates with a **CANHEIT | HPCS 2016 water bottle** as a giveaway -- please use this or bring your own to avoid using disposable cups. Also, please use the projector for visual aids or offer to email session attendees a PDF copy of any presentation materials to **limit the amount of paper** you hand out.

## On Campus Printing

If you need to print materials for your session, the following printing services are available on campus. **Note:** We ask that you are **conservative with your printing quantities** as part of the sustainability initiative and only print what you need, avoiding having excess copies that may go to waste.

- [SUBprint - Students' Union Print Centre](#)  
Lower Level SUB  
780.492.9113
- [McCallum Printing Group](#)  
B - 31 Cameron Library  
Contact: Ruth Bell  
780.492.7204

## Venue & Presentation Room Details

### Event Venue

CANHEIT | HPCS 2016 will be hosted in the University of Alberta's **Centennial Centre for Interdisciplinary Science (CCIS) building**, located on the north end of the university's Main Quad. The CANHEIT | HPCS 2016 Registration desk will be located in the main floor foyer of CCIS. For directions to the CCIS Building, click on the link below:

- [Google Map directions for getting to CCIS](#)

### Presentation Rooms

We are using the following rooms in CCIS and the adjoining BioSci building (connected to the north end of CCIS):

Location	<a href="#">Room</a>	Style	Capacity
First (main) floor	CCIS 1-430	Large lecture theatre	516
First (main) floor	CCIS 1-440	Large lecture theatre	413
First (main) floor	CCIS 1-160	Lecture theatre	157
First (main) floor	CCIS 1-140	Lecture theatre	157
Lower Level 1	CCIS L1-140	Lecture theatre	196
Lower Level 1	CCIS L1-160	Lecture theatre	196
Lower Level 1	CCIS L1-047	Classroom	56
Lower Level 2	CCIS L2-200	Medium lecture theatre	302
Lower Level 2	CCIS L2-190	Medium lecture theatre	302
BioSci Building	M229	Classroom (movable desks)	59

### Reminder:

[Check the program](#) on the day of your presentation to confirm your session room.

## Room Technology

Each session room includes a podium computer, projector, microphone and speaker system. All presentations will be uploaded onto the podium computers prior to each presenter's session. Presenters are welcome to use the podium computer to deliver their presentation, or they can bring their own laptop.

### If you use the podium computer...

The podium computers use a Windows operating system, with the following software installed:

- Microsoft Office 2010
- Multimedia Players: FLV Player, Quicktime, RealPlayer, VLC Player, Winamp, Windows Media Player
- PDF Readers: Adobe Reader, Foxit Reader
- Web Browsers: Internet Explorer, Google Chrome, Mozilla Firefox
- Skype
- Write-N-Cite
- Google Earth

### If you use your own computer...

Each room includes:

- A VGA connector (pictured at right) to connect to the projector
- A power outlet
- Wireless Internet (802.11n)



\* **Note:** If your laptop has a non-standard video output, you must bring an appropriate adapter. We cannot guarantee we will have the adaptor you need on-site.

## Room Support

A room facilitator will be on-hand to introduce you to your audience. Also, before and during your presentation there will be an audio / video specialist available who can help resolve any technical issues you may have.

For any other technology assistance **during the conference** please contact the University of Alberta, Information Services and Technology service desk by calling **780-492-9400**. The help desk is open from 7:30 am - 6:00 pm daily.

## Testing Your Presentation

We encourage you to arrive for your session **5-10 minutes early** to run through your slides and ensure everything displays and operates as you expect.



However, if you have **video or audio clips** in your presentation or would like earlier access to a room to test your presentation, we can accommodate you at the following times:

- **Sunday, June 19**  
11 am - 4 pm  
Room: L2-200
- **Monday, June 20 & Tuesday, June 21**  
During each morning break (9:30 - 10:00 am) and lunch hour (12:15 - 1:15 pm)  
Room: L1-140
- **Wednesday, June 22**  
[Please contact us](#) to arrange a time.

## Photography and Audio & Video Recording

We will have a photographer taking pictures during the event, which may include you giving a presentation or participating in other conference activities. As the CANHEIT | HPCS Conference is held in a public space, we will not prohibit participants, exhibitors, sponsors, news organizations and other companies from photographing or video or audio taping some conference activities.

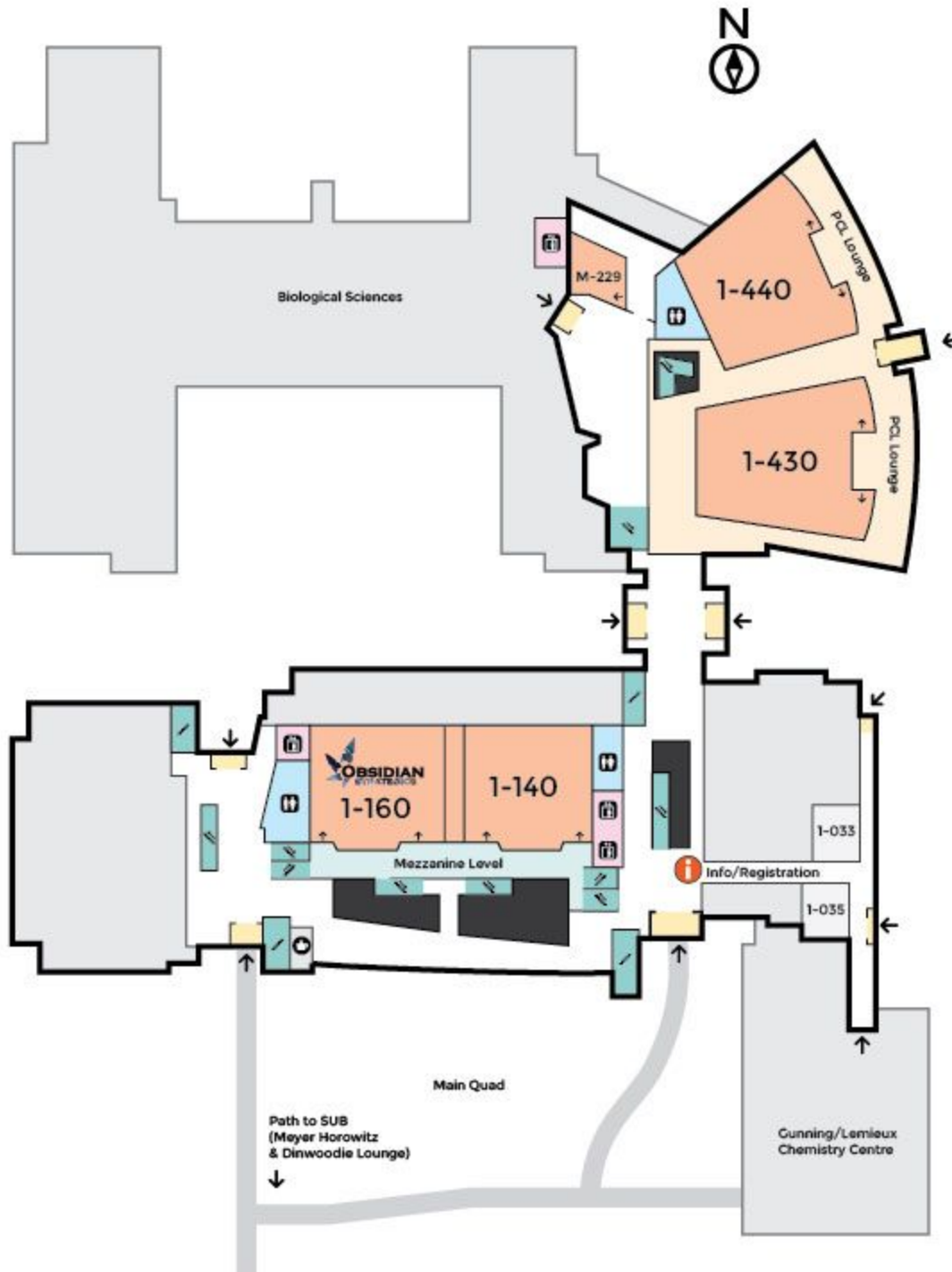
The CANHEIT | HPCS Conference and the respective partnering organizations, reserve the right to use images taken at the event, that may include your photograph and/or likeness, in future marketing materials.

**Please Note:** By attending the conference, participants agree to the terms of the CANHEIT | HPCS Image/Audio/Video Release Form, which allows images, audio, and video recorded on-site to be used for educational and promotional purposes. If you have any questions or would like copies of any photos from the event, please contact [canheit-hpcs-info@ualberta.ca](mailto:canheit-hpcs-info@ualberta.ca).

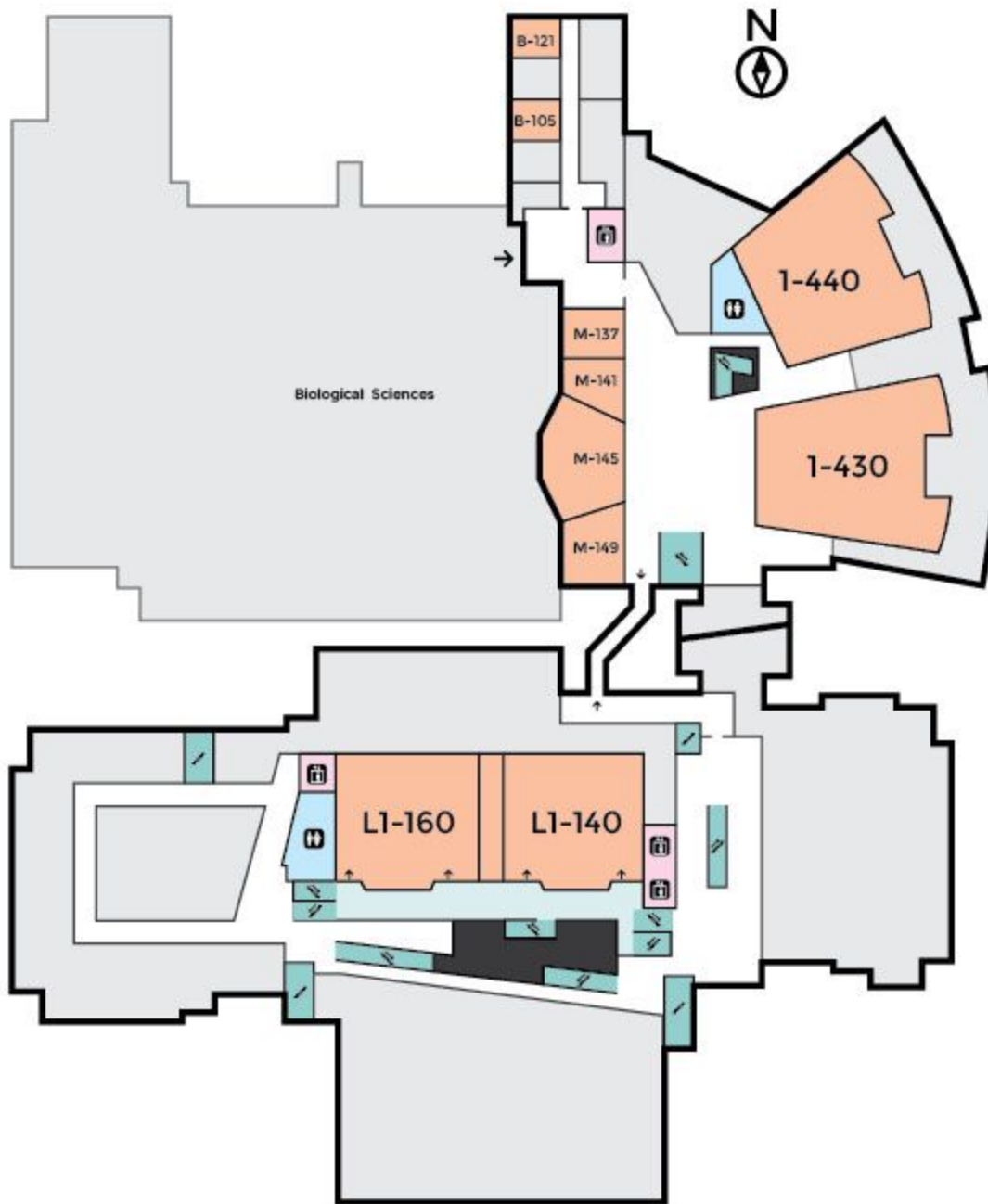
## Maps of CCIS

Attached below are maps of each floor of CCIS, with our presentation rooms, registration desk, and other conference landmarks labelled for your information:

# CCIS - LEVEL 1



# CCIS - LOWER LEVEL 1 (L1)



# CCIS - LOWER LEVEL 2 (L2)

