



**National Community
Health Nurses of Canada
Conference
April 22 – April 24, 2024
Toronto, Ontario**

**Speaker Guidelines
Open Session**

WELCOME

We welcome all presenters to the National Community Health Nurses of Canada Conference at the historical Hart House, University of Toronto, Toronto, Ontario, April 22 – April 24, 2024.

The Community Health Nurses of Canada (CHNC) became a formal organization in 1987 starting in Halifax, Nova Scotia, and for over thirty-five years CHNC has been the unified voice that represents and promotes community health nursing and the health of communities.

The title of the conference this year is ***Community Health Nursing: Health for All***. The goal of the conference is to advance community health nursing in Canada. Our themes of the conference are *Health Equity* and *Evidence Informed Practice*.

The Community Health Nurses of Canada would like to thank you for joining us and helping to offer exceptional education to our members. We are very excited to have you with us for our 2024 National Conference.

Yours Sincerely,

Karen Curry, BN RN, MHSM, CCHN(C) Cindy Baker-Barill, RN BNSc
2024 Conference Chairs

SPEAKER DELIVERABLES CHECKLIST

Confirm your presentation on the program! If you haven't done so already, please remember to [register for the conference](#) to confirm your presentation! All presenters at the conference must register and pay registration fees; one-day registrations are available, as are discounted fees for students.

SPEAKER INFORMATION

Presentation Slides

Bring your presentation on a USB key and upload to the laptop in your assigned room prior to your presentation.

Room Set-up/Session format

The room will be set up in theatre style or a circular style with a screen, computer, and data projector.

In the Great Hall, the room will be set up in tables and chairs style.

Presentation Length	Time to Present
1 hour	50 minutes
45 minutes	35 minutes
30 minutes	20 minutes

You will have 10 minutes to entertain questions from the audience.

Session Attendance

It is estimated that there will be 25 to 50 participants in your session depending on the size of your room; however, we cannot anticipate the actual audience numbers.

In Case of Emergency – Prior to Event

If you are unable to present as the result of a last-minute emergency, please email conference@chnc.ca

DEVELOPING YOUR SESSION

PREPARING YOUR CONTENT:

- **Prepare a Detailed Outline:** Break down each key point of your material into sub-points and back them up with facts, statistics, stories, examples, or analogies.
- **Prepare your Presentation Visuals:** Make sure the slides enhance your message. Run through your detailed outline with your slides to make sure it fits the time you've been allotted. Make your presentation as interactive as possible.
- **Practice:** Polish your delivery and your material through repetition and feedback from others. Do not read your slides as attendees will be actively listening to your presentation.
- **Back-up:** Make sure you back-up all your key files on a separate memory stick, stored in another part of your luggage, in case disaster strikes.

VISUALS:

Why Use Visuals? The entire concept of a successful presentation is based on using the visual medium to reinforce and support your presentation.

- **Plan Content:** Your visual presentation should meaningfully support your statements rather than repeat them. Reinforce every major point in your presentation with a title or graphic visual. Emphasize, support, or reinforce points in your presentation with photographs or charts.
- **Be Consistent:** Focus your presentation using a couple of complimentary colors and one graphic and writing style. This will allow your visuals to reinforce your verbal presentation. Avoid busy backgrounds with low contrast. Keep intense colour to a minimum.
- **Use Charts and Graphs Effectively:** Use the correct type of chart for your purpose. Be sure that the relationship you are portraying is obvious. Keep charts and graphs simple.
- **Keep Moving:** A well-paced presentation should have a visual change at least once every 2 minutes. Longer intervals may lead to a disinterested audience. Read through your outline and script to determine the necessary intervals.
- **Simplify Visuals:** Keep the text to a minimum so that you don't reveal more information than needed. You don't want your attendees to read ahead and not hear what you are saying.
- **Copyright:** When using the work of others, get their permission. If you are unclear about whether your use of an image or document violates copyright law, don't use it.

AT THE CONFERENCE

BEFORE YOUR PRESENTATION

- **Arrive Early:** Find and get to your room at least 15 minutes prior to the presentation. Familiarize yourself with the room set-up and equipment.
- **During the Session:** You will have **50 minutes** to speak and **10 minutes** for question and answers. A moderator will be in the room to facilitate and keep track of the time.
- **Audio Visual:** Check to ensure your presentation is loaded and make sure that all equipment is working. If you experience any difficulties with the equipment in your session room, please notify your Room Moderator who will call the AV technician.

PRESENTATION TIPS

- **Begin With your Objectives:** This invites everyone to focus on what you are about to say.
- **Be Familiar with the Material:** *Say it* - don't read it or recite memorized material.

- **Use Specific Ways to Engage Attendees:** Be specific and concrete. Accompany your key points with analogies or real-life examples to get your attendees involved.
- **Be Comfortable and Down-to-Earth:** Use humour if it adds to the program. Remember that there is a broad mix of nurses, including public health and home health nurses in your session, and off-colour humour is prohibited.
- **Be Animated:** Avoid standing in one place (e.g., behind the podium). Move your hands, head, and arms. Effective eye contact will enhance comfort and rapport with the audience.
- **Avoid Overload:** Keep things simple.
- **Allow Flexibility to Provide for Interaction and Surprises**
- **Relax!** If you have followed the steps up to this point, you should be able to relax and enjoy the session, knowing that you have prepared well and that the attendees will get great value from your presentation. Thank you again for your contribution to the Conference.