



Presenter guidelines

Thank you for being a presenter at this year's ITS Canada Innovation Session.

The format of this year's sessions is a bit different from the Technical Sessions of previous years. At the beginning of the session, you will be invited to provide a brief 1 minute overview of your project/presentation. After all the presenters have provided their overviews, you will be asked to move to a virtual room. The attendees will be asked to split up into smaller groups, and visit the various rooms for the duration of the session.

Within your breakout room, you can provide a more detailed presentation of your topic. We suggest that this presentation be driven through questions from the attendees, rather than a standard presentation. We will also provide a moderator for your room, who will field questions, and help to drive the discussion.

The idea behind this session is to have smaller groups, encourage the audience to actively participate in the discussion, rather than just have you present to a passive audience. As new audience members may enter your room throughout your session, you may have to organically repeat some of the answers you've already provided – but the desire here is to create a more interactive session, where you can provide higher detail and spend more time with those people most interested in your topic.

Session Agenda

- Session Begins – (Host – 5 mins)
- Overviews & Introductions– (15 minutes)
- Breakout Rooms – (30 mins)

What you need to prepare:

- **Presenter Bio** – please provide a bio ([template](#)) for yourself and your co-presenter (if applicable). Maximum 150 words total.
- **Overview Slide:** Submit one (1) slide in Powerpoint format. This single slide will be shown while you provide your brief overview of your topic
- **Overview:** Be prepared to present a 1 minute (around 125 words) overview of your topic; this is the “elevator pitch” version of your presentation – tell the audience what your project is about, and what they will learn about in your breakout room.
- **Presentation:** The recommended maximum length for your detailed Powerpoint ([PPT template](#)) or PDF presentation is 12 slides. Within your breakout session, you can begin your session by presenting your slides (if that is what you're more comfortable with), or engage your audience and moderator, and have them ask you questions. Your slides can help to illustrate details and information, in anticipation of the questions you expect to be asked. We encourage you to keep your presentation short, and focus on answering questions.



- **Moderator Questions:** Please provide a minimum of 3 questions for your moderator to ask you; if the audience is not asking you questions, your moderator will use these questions to help further engage you throughout your session.
- **Please provide the above by June 1;** the presentation may be provided by Jun 7th. Uploading details will be made available soon.