



ICOE
2014
INTERNATIONAL CONFERENCE
ON OCEAN ENERGY

NOVEMBER 4-6, 2014
Halifax, Nova Scotia Canada

ICOE2014CANADA.ORG



Speaker Guidelines

IMPORTANT DATES

TASK	DUE DATE
Register as a speaker online	Immediate
Download Conference Mobile App	Immediate
Make your Hotel Reservation	Oct 2
Upload your FINAL Presentation File	Oct. 15
On-site Registration Opens	Nov 3
Speaker Ready Room Opens	Nov 3
Conference Dates	Nov 4 – 6

CONFERENCE REGISTRATION

Most Session Chairs and presenters will be offered a discounted registration rate of \$300 + HST. This rate includes admission to the exhibit hall, conference sessions, breakfasts, lunches, and receptions. Some exceptions exist and speakers have already been notified if they must pay the full delegate fee.

Register now [Click here!](#)

If you wish to attend the Gala Dinner, you must register and pay for this event to purchase your tickets [Click here!](#)

If you need further assistance with registration, please contact, Conference Registrar, Chris Lerette, at lerettcp@eastlink.ca

HOTEL RESERVATIONS

All speakers are responsible for making their own hotel reservations. Discounted room rates have been arranged at the following three hotels until **October 2, 2014**.



Prince George Hotel
1725 Market Street, Halifax, Nova Scotia Canada B3J 3N9
Tel: 1-800-565-1567 <https://www.princegeorgehotel.com>
Book on line: [International Conference on Ocean Energy \(ind\)](#)
Standard Room: \$159 + Taxes Crown Room: \$179 + Taxes

Delta Barrington Hotel
1875 Barrington Street, Halifax, Nova Scotia Canada B3J 3L6
Tel: 888-423-3582 <https://www.deltahotels.com/Hotels/Delta-Barrington>
Book on line: [Book Now!](#)
Standard Room: \$149 + Taxes Signature Club Room: \$199 + Taxes

Delta Halifax Hotel
1990 Barrington Street, Halifax, Nova Scotia Canada B3J 1P2
Tel: 888-423-3582 <https://www.deltahotels.com/Hotels/Delta-Halifax>
Book on line: [Book Now!](#)
Standard Room: \$149 + Taxes Junior Suites: \$199 + Taxes

BIOGRAPHY

Once you have registered as a speaker for the conference, your contact information will be loaded to the **conference Mobile App** and you will be sent a receipt. You should then accept the mobile app receipt and begin loading your photo, biography, presentation(s) and any pertinent information you feel will benefit you and conference delegates prior to and during the conference.

Tips for creating a biography:

- Limit to one paragraph or approximately 150 words
 - Things to include: name, title, company name and description, length of time in current role, responsibilities/expertise, how your experience relates to the topic of presentation, prior roles/credentials, and education
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WRITTEN PRESENTATION FORMAT

Written Presentation Submission Guidelines:

- Deadline for electronic submissions: **October 15, 2014**
(see section below on how to upload your presentation to the ICOE 2014 website)
- Keep the file size of your presentation under 3MB. ICOE 2014 has prepared a standardized template for building your visual presentation. We encourage you to use the official conference template, however, it is not a requirement.
- Submission of your presentation grants ICOE 2014 the non-exclusive right and license to reproduce and distribute presentation materials as a part of the conference program. If you have proprietary material in your presentation that you wish to not be published, create two versions of your presentation. One version excludes the proprietary information and can be distributed to



conference attendees on the ICOE 2014 conference website and mobile app. The other version includes all information and will only be used to present onsite (bring this version with you onsite on a USB flash drive).

- Your presentation will only be available on the ICOE 2014 conference website and mobile app. Registered attendees will be able to login and view and/or print materials before, onsite, and for several months after the conference and be maintained in the ICOE Library & Archives. As part of our less-paper conference initiative, no printed presentations or handouts will be provided on-site.
- All submitted presentations will be pre-loaded onto the conference computer located in your session room. We strongly recommend that you bring a backup of your presentation on a USB flash drive.

Conference Logo [Download Now!](#)

Written Presentation Template (MS Word Doc) [Download Now!](#)

Note: Speakers, why not add the Conference logo to your email signature line, client/marketing materials, etc., to promote the conference you are speaking at!

GUIDELINES FOR VERBAL PRESENTATIONS

- Each session will last 75 minutes with the with the following format:
 - ✓ Moderator: 5 minutes
 - ✓ Speaker One: 12 minute presentation
 - ✓ Speaker Two: 12 minute presentation
 - ✓ Speaker Three: 12 minute presentation
 - ✓ Speaker Four: 12 minute presentation
 - ✓ Question and Answer Period: 22 Minutes

The room will be set up with a Head table of 5 (Moderator and 4 speakers), podium, microphone, screen and LCD projector and laptop.

Your presentation must be named as follows:

- Session (No): First initial, last name (*Example: Session 3.2: A LeBlanc*)
- Speakers must present themselves to the assigned room 15 minutes prior to your presentation time.
- A room monitor will greet you and assist with any last minute issues that may arise.

Presenters are asked to submit their completed (final) presentation no later than **October 15, 2014** (see section below on how to upload your presentation to the ICOE 2014 website)

Full Programme [Download Now!](#)

GUIDELINES FOR POSTER PRESENTATIONS

You will be offered the use of a poster board (see diagram below) for your assigned session during the conference. All sessions are 75 minutes long. Your poster will be displayed in Room 204 during your assigned session. See ICOE Program at URL (add) for your presentation time.



Equipment supplied:

- 4' x 8' horizontal board (122cm x 244cm)
- Push pins
- Velcro (not supplied) can also be used on the boards
- Presenters must arrive at their assigned poster board **30 minutes prior** to the presentation time to set up. The board, pins and other mentioned equipment will be available to you at that time
- Presenters must be standing by their poster board during the allotted time for your assigned session (75 minutes)
- Conference delegates will visit the poster boards during each session and are expected to ask questions to poster presenters
- Poster presenters must take down their presentations immediately after their assigned session

Full Program [Download Now!](#)

GUIDELINES TO UPLOAD PRESENTATION

1. Go to <http://www.icoe2014canada.org/file-upload/>
 2. This is a password protected page. The password is: **ICOE2014Upload! (don't forget the exclamation mark!)**
 3. A simple form will open and prompt you for your name and the file you wish to upload. Clearly name the file, note it is for ICOE 2014, include your Session No. and include your name, first initial, last name (ex: ICOE 2014, Session 3.2, A. Leblanc). You can also send your presentation to presentersicoe@innovativeplanning.ca
 4. Please upload by October 15, 2014. Should you make changes to your final presentation, bring to the conference on a thumb drive and visit the technician in the Speaker Ready Room, at least the day prior to your presentation.
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CONFERENCE MOBILE APP

The conference mobile app is available to upload from the ICOE 2014 conference website. Be sure to install the free mobile app on your smart phone to access the most up-to-date conference information including schedules, session information, session room locations, speaker bios, attendee networking, and much more. All delegates, speakers and exhibitors are being encouraged to use the app as ICOE 2014 is going to produce minimal paper documents.



Speakers should plan to upload their bios, photos, presentations to this app and keep the information current.

Mobile App [Download Now!](#)

ON-SITE CHECK-IN

Upon your arrival at the World Trade & Convention Centre, Halifax , follow the signs to Check-in at the ICOE 2014 Registration Desk to receive your conference name badge and program materials.



Registration Hours:

Monday, Nov 3	1300 – 1600 hrs
Tuesday, Nov 4	0700 – 1800 hrs
Wednesday, Nov 5	0730 – 1600 hrs
Thursday, Nov 6	0800 – 1600 hrs

Full Program [Download Now!](#)

ON-SITE SPEAKER READY ROOM

All ICOE 2014 speakers have access to the Speaker Ready Room on a first-come, first-served basis. Take advantage of this area to fine-tune your presentation, meet with your co-presenters, and network with your peers.

- The room will include the following technology for your use:
- PC laptop
- Wi-Fi
- Technician

Registration Hours:

Monday, Nov 3	1000 - 1600 hrs
Tuesday, Nov 4	1000 - 1600 hrs
Wednesday, Nov 5	1000 - 1600 hrs
Thursday, Nov 6	0800 – 1200 hrs

Floor Plans [Download Now!](#)

Location: Speaker Ready Room/Show Office, 2nd floor, World Trade & Convention Centre

CONFERENCE SESSION ROOM

All conference session room locations are listed in the program.

AUDIO-VISUAL (AV)

ICOE 2014 will provide the AV equipment listed below in each session room as follows.

Standard AV equipment in all session rooms provided by WorldatWork includes:

- Screen
- LCD data projector (1024x 768 resolution; 4:3 aspect ratio) with VGA cable for PC laptop connections & adaptor cable for Mac connection
- PC Laptop/Mac Laptop, mouse and wireless remote control
- Wi-Fi Internet
- Podium with wired microphone
- 1 Optional Wireless lavalier microphone
- 2 wired table microphones for panel and Q & A's
- 1 floor microphone for Q & A's
- 1 laser pointer
- 1 AV technician to assist with set up and to operate presentation on speaker behalf

CONFERENCE SESSION TIME

Sessions have been designated as 75 minutes in duration. To avoid disruptions to other sessions, speakers are expected to stay within their allocated time slots. Speakers are expected to arrive at the conference venue at least 30 minutes before their presentations. Due to the limited time of each session, please allow no more than 5 minutes to introduce yourself, your co-presenters, and your backgrounds. The attendees are there to hear the content and key applications. Please allow at least 5 minutes at the end of your session for questions. Be sure to direct attendees to complete the session survey that is located on the conference mobile app.

SESSION RECORDING AND PHOTOS



All approved sessions will be audio recorded and available for purchase at the conference and on the ICOE 2014 conference website. Photos and videos may be taken during the conference for use in promotional campaigns or communications.

CONFERENCE PRESENTER CONTACT

Sue Newhook
Speaker Liaison, ICOE 2014
presentersicoe@innovativeplanning.ca

