



Calgary

March 17 – 18, 2020

Calgary TELUS Convention Centre

CSHM.ca

2020 Instructor Guidelines

Program Committee Contacts

The 2020 Program Committee Chair is Colin Robertson (robertson.colin@me.com) and Vice Chair is Darren Pineau (Darren.Pineau@shell.com). You will receive information as required. If you have any questions, please contact Colin or Darren.

Event Planner

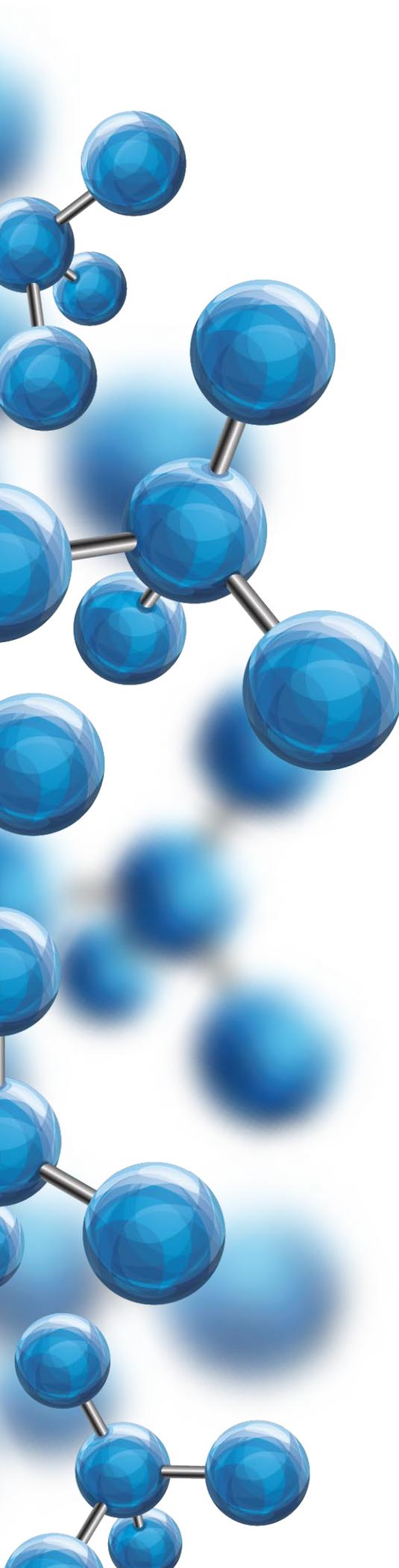
The 2020 Conference Producer is Jennifer James (403-294-1644 or info@cshh.ca). If you have any questions regarding arrangements and logistics for the School please contact Jennifer.

Date, Venue and Accommodation

The School will take place March 17th and 18th, 2020 at the Calgary TELUS Convention Centre, 120 – 9th Avenue SE. A block of rooms has been reserved at the Marriott Downtown Hotel in Calgary for School attendees at a rate of \$229 + taxes per night. You may book a room online by visiting [HERE](#). The deadline to book your hotel room is February 17th, 2020.

PowerPoint Presentation and Education Details

- The CsHm is a vendor neutral school. There is zero tolerance for any sales material included in the classroom or in the presentation. The Instructor is prohibited from promoting any individual product or company.
- The PowerPoint template provided MUST be used to develop your presentation.
- New this year, we are encouraging all instructors to provide 3 questions which will be given to the moderator. Please include these questions on the last slide of the presentation, which will be removed, or in the speaker notes. The moderator will ask these questions if time permits. The intention is to reemphasize the main points of your class and encourage student engagement
- The total class duration is 50 minutes. It is suggested that your presentation be 45 minutes to allow for 5 minutes of questions. Please practice ensuring you will take the full 50 minutes.
- All material will be uploaded to the CsHm website and is available for students to download up to 1 year after the School.



White Paper

We are recommending all instructors develop a White Paper and add speaker notes to the presentation regardless of whether you are an end-user or vendor. The White Paper is a supplement to the presentation that can provide more detail to further the education of the students.

Deadline for PowerPoint and White Paper

The deadline to submit the PowerPoint presentation and White Paper to the abstract tool is **Friday, February 14th, 2020**. All School materials will be accessible through the CSHM app prior to the School to allow students time to review classes and determine their schedule.

Submission of PowerPoint, White Paper and Biography

(if applicable)

Submissions of the PowerPoint presentation and White Paper can be done through the abstract tool link found in your acceptance letter. If you have any challenges uploading your material please contact Colin Robertson (crobertson@cbprocess.ca) or Darren Pineau (Darren.Pineau@shell.com).

Dress Code

The dress code for the School is business casual.

Audio-Visual Equipment

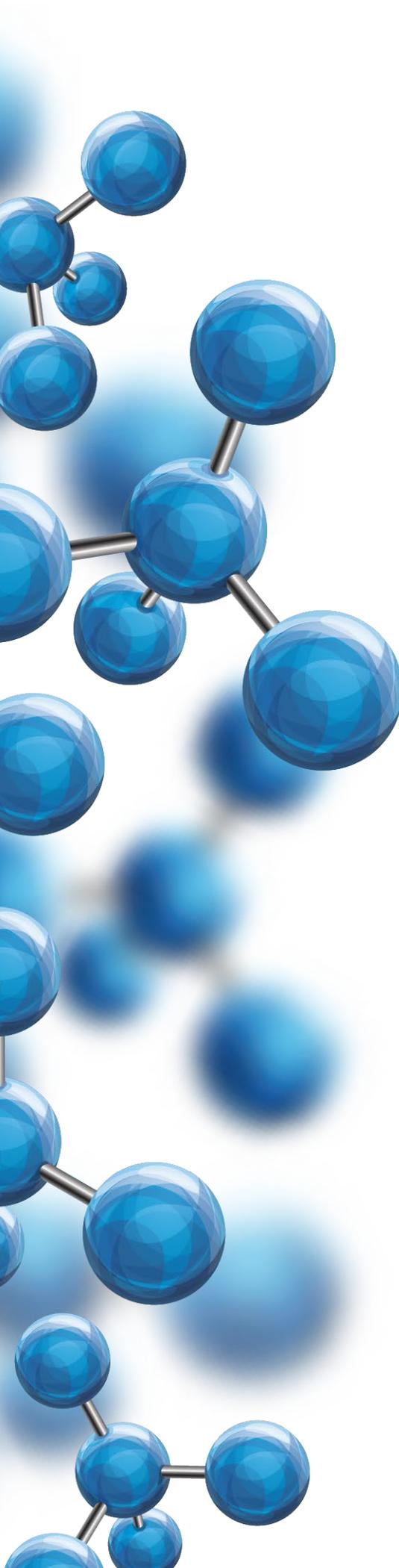
Each classroom will contain:

- Screen (s) – larger rooms will have more screens this year
- Laptop computer
- LCD projector
- Wireless lapel microphone and podium microphone
- Wireless remote mouse

Please contact Jennifer James (info@cshm.ca) if you require any additional equipment.

Registration for the School

As an Instructor at the School, you receive a complimentary registration to the School.



Suggestions for developing your PowerPoint presentation

Tips on preparing your presentation:

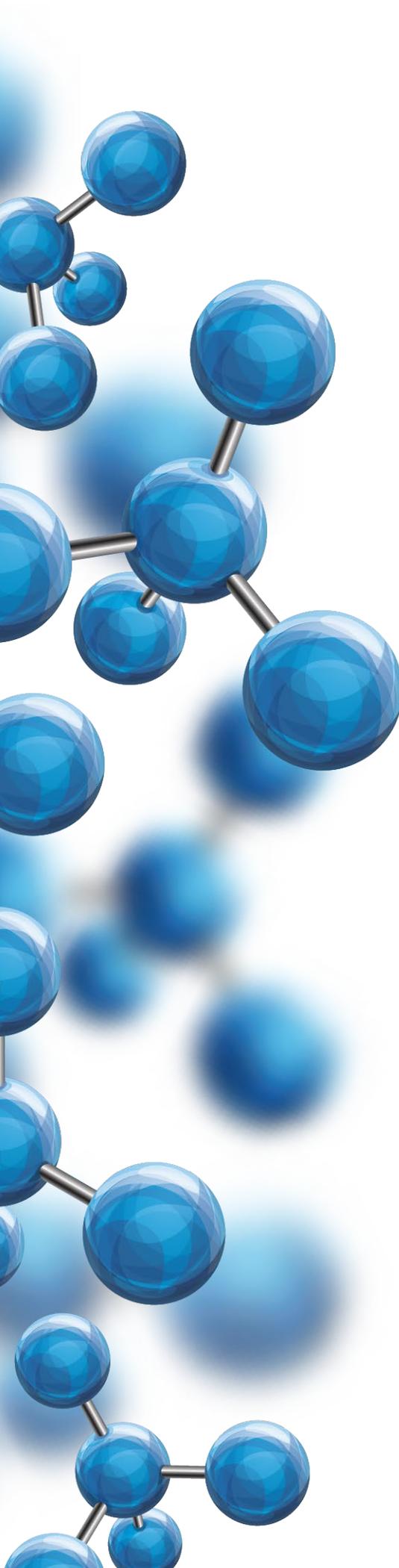
- The CsHm branded PowerPoint Template MUST be used. [Download Here](#).
- Text size should be 24 pt and/or bigger
- Use no more than 6 words per line and 6 lines per slide
- Keep graphs and charts as simple as possible

An outline is helpful to most Instructors because it assists in securing:

- Unity (the orderly concentration of ideas) - Unity itself is achieved by each paragraph having a single central theme. Any idea that is not related to the main thought of the paragraph should be omitted and placed in another paragraph.
- Coherence (the orderly arrangement of ideas) – Coherence is attained in the paper by the use of a transitional device; that is, each paragraph should seem to grow out of the preceding one. This leads to an orderly arrangement of ideas. For the oral presentation, select only the main points of your prepared paper. Material of a mathematical, statistical or involved nature can best be reserved for the White Paper or presented to the class by enlarged charts or slides.

Some aids to good speaking, stressed by authorities on this subject, are as follows:

- Making an oral presentation should be viewed as a conversation with a group of friends. Studies have demonstrated that adults learn better in an interactive environment.
- The introduction is very important, and it is beneficial to memorize it.
- Start your presentation by talking slowly and distinctly. Talk to the back of the room to ensure you are heard.
- Vary your rate of speed in delivery. Pause now and then. Too much uniformity may put your audience to sleep.
- Emphasize your most important point, which usually should come first or last.



Suggestions for developing your white paper

Form of the White Paper

Titles are an effective method of gaining the attention of the participants in the School and those who will receive copies of the published Proceedings. The title of each paper has been carefully selected by the General Committee. The scope of the paper should adequately cover the subject the title suggests. A description of the paper format is as follows:

- Title, author name and company affiliation should appear in the header.
- Use subheadings. Subheadings are encouraged because they break up solid blocks of type and lend interest to the page.
- Unless directly quoted, the facts should be presented in as simple language as the subject will allow.
- The paper should not contain too much quoted material. Even though it will often have to contain borrowed material, the paper should be original in that the conclusions and opinions are those of the author.
- The third person style should be used in all papers.
- Be specific and definite. Phrases like “sometime ago,” “a few years ago,” “recently,” will not mean much to the reader in later years.
- The last paragraph, subheading “Conclusion” might be helpful in summarizing the primary point of the paper in a concise manner.
- Save your White Paper as a PDF.

Treatment of the Subject

Not all subjects can be handled the same way and it is up to the author to choose the method of development that will best accomplish this purpose. Some may require a serious and critical approach while others might be written in a lighter vein. Five practical suggestions which have been stressed in writing papers are as follows:

- Analyze theme thoroughly and ascertain the central purpose.
- Have adequate substance for the fulfillment of your central purpose.
- Arrange the material.
- After the first draft, entirely rewrite and consolidate your ideas.
- Review for accuracy.
- It is often advisable to have a friend and/or colleague read the paper critically. They can provide feedback and an idea of the readers reaction. References to personalities or current events (unless pertinent to the subject) are discouraged.