

Information for Oral and Workshop Presenters

Thank you for agreeing to present at CCSA's Issues of Substance 2025 conference taking place at the Halifax Convention Centre in Halifax, Nova Scotia, November 17–19, 2025!

Presentation Lengths

Most concurrent sessions are 90 minutes, with the exception of one 60-minute concurrent session on Wednesday, November 19. Please refer to the information emailed to you to confirm the format of your presentation. It will be one of the following five formats outlined below.

1 – 90-minute session	2 – 90-minute session	3 – 60-minute session	4 – 90-minute panel presentation	5 – 90-minute interactive workshop
3 X 20-minute presentations	6 X 10-minute presentations	4 X 10-minute presentations	1 X 90-minute panel session as submitted	1 X 90-minute workshop session as submitted
30-minute moderated Q&A	30-minute moderated Q&A	20-minute moderated Q&A	30-minute moderated Q&A	Q&A incorporated

Your Contact Information

You can include your email address and other contact information in your presentation so that conference delegates know how to contact you.

Conference delegates will also be able to contact you directly via the Issues of Substance conference app. The presenter instruction email provides a link to upload your profile and bio.

Submitting Your Presentations

As noted in the email, all presentations **must** be submitted on or before **November 4, 2025**.

Note that submitted presentations will be available for viewing on the Issues of Substance conference app. If you do not want your presentation slides made available on the app, please email ios-info-2025@ccsa.ca.

Presentation Formats

PowerPoint is the preferred presentation format, but PDF is acceptable as well.

CCSA will preload presentations on laptops with Windows operating systems in the presentation room.

Changes to presentations made after November 4 **will not** be preloaded on laptops in presentation rooms or on the conference app.



You are welcome to hand out any paper materials required for your presentations or workshops. If paper materials are required, it will be the presenter's responsibility to prepare and print sufficient quantities.

You will also be able to add handouts in the conference app when you submit your presentation, which can be shared electronically.

Technical Information

You cannot use your own computer during the presentation or workshop.

All concurrent sessions will be held in individual rooms, each equipped with a laptop, podium (lectern), microphone and projector with screen.

You will be receiving an email that asks whether you require any additional equipment along with instructions on how to respond.

Meeting Workshop Objectives

Please ensure that the learning objectives you identified in your abstract are achieved by the end of your workshop.

Workshops are designed to engage participants in both thought and action. Please ensure that participants in your workshop have time to practice, explore and discuss the objectives, as appropriate, so they are better equipped to implement their learning when they are back at their place of work.

The final Issues of Substance 2025 conference program and abstract book will be available on the [Issues of Substance website](#) by October. We encourage you to bookmark this page and consult it regularly for program updates.

We look forward to your presentation at CCSA's Issues of Substance 2025!