

CSTA 2024 ANNUAL CONFERENCE SPEAKER GUIDELINES

Hilton Quebec, Quebec City
1100 Rene-Levesque East
Mezzanine level
Quebec City, QC, G1K 7K7, Canada
15-18 August, 2024

[Click Here to Register](#)

CSTA 2024 Annual Conference

REGISTRATION IS NOW OPEN

- The Speaker is entitled to receive a complimentary full conference pass*.
- The Speaker agrees to no speaker honorariums or expense reimbursement.
- The Speaker is responsible for booking their own travel and hotel.
- **THIS SPEAKER LETTER IS NOT YOUR REGISTRATION.** All speakers must register for the conference (see button above).
 - **The CSTA member Speaker:** select “Speaker Registration” as an option.
 - **The non-CSTA member Speakers:** a discount code is provided in welcome letter email (see table, last row: DISCOUNT CODE).

***Participation in the CSTA 2024 Golf Tournament is a separate expense.**
The cost to participate is CA\$300.

PRE-CONFERENCE RESPONSIBILITIES

- Please confirm your participation by completing this short [SPEAKER INFORMATION QUESTIONNAIRE](#)
- **Participate in pre-conference call(s) (June / July, dates TBC):** A fundamental part of our preparation will be a conference call with the moderators, and if applicable, the other speakers, to clarify the topic outline, time allocation for each speaker and to ensure that all technical and audiovisual issues are dealt with. Call(s) will be held in June/July.

PRESENTATION CONTENT GUIDELINES

- CSTA 2024 is an in-person conference.
- Please respect the time allotment (there will be a countdown clock), please arrive at least 10 minutes before your scheduled time slot.
- Professional and respectful language required (**NO: off-color jokes, sexist remarks, and racial, political, or religious references or humour at the expense of audience / industry members present and/or not present**).
- No commercial promotion, the goal is educational content.
- Prepare your presentation (if applicable) and send your PDF presentation to speakers@canadiansta.org by August 13, 2024.

AV EQUIPMENT

- Basic AV equipment (lavalier mics, countdown time clock, slide advancer, projector, screen, and podium) will be provided.
- Contact cstaadmin@canadiansta.org for additional equipment requests.

DRESS CODE

In-conference Dress Code (Friday-Saturday): Business summer casual.

Off-off Stage Event Dress Code:

- **Thursday (August 15) and Friday (August 16):** Casual attire.
- **Saturday, August 17:** Fun and festive! Wear what makes you happy:
 - Dress as your favorite sports star or Olympian or show your national pride with your chosen country's flags or attire.

ADDITIONAL RESOURCES

Here are two must-read posts from that provide advice on giving a great presentation or moderating an engaging panel, for anyone who cares about presentation or moderating skills. Even if you are already a speaking pro, each post is likely to give you at least one new idea. See:

- [Harvard Business Review: How to Give a Killer Presentation](#)
- [Forbes Communication Council: Seven Must-Follow Steps to Moderate a Panel Like a Pro](#)

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