

CCSBE 42nd Annual International Conference

Conference Guide

1.0 FOR ATTENDEES AND PRESENTERS

1.1 Whova App and Profile

The conference uses Whova to manage the agenda and conference logistics for both online and in-person sessions and events. Whova is also used to allow others to learn about you and for you to learn about others and hopefully connect. Please update your profile within Whova and download the latest version of the app. The conference sponsors also depend on your engagement with their brands within the app, so it is important to familiarize yourself with the Whova environment to having a good conference experience.

1.2 Social Media

Please follow the Canadian Council for Small Business and Entrepreneurship on LinkedIn and use the hashtag #CCSBE2024 on any social media posts.

1.3 Schedule

- Please see [Whova](#) to view the latest conference schedule:
 - Navigate to the home page
 - Click “Agenda” on the left tab
 - Click “Speakers”
 - Search for people or topics to plan your schedule or locate your session if you will be presenting (not sessions running in parallel tracks)
 - Versions of the schedule will be circulating in PDF format but those are temporary and likely out of date.
 - **Whova should be consulted for the latest agenda and updates.**

1.4 Wayfinding

- **For in-person sessions**, there will be directional signage throughout campus to help guide speakers/attendees to the correct rooms.
- The rooms that speakers will be presenting in are displayed in Whova under the specific session.
- You can find directions to each building in Whova, under the session description.
- **For online sessions**, use the Zoom link at the top of the track. These can change so be sure to check Whova for the latest information and updates. **You need to be logged into Whova to access the online sessions via Zoom** (unless otherwise noted) as only those on the attendee list can access the links.

1.5 Session Overview

- Online sessions run from 8:30 am to 5:30 pm on Nov. 6, 2024. In-person sessions run on Thursday Nov. 7, 2024, from 8 am – 4:20 pm & Friday Nov. 8, 2024, from 9 am – 4:20 pm.
- **Papers**
 - Papers are separated into tracks (ex. Entrepreneur Values). Presenters have been scheduled in time blocks with papers that share a track.
 - Each paper block is 60 minutes, and speakers will have 20 minutes to present their paper (3 speakers x 20 minutes each).
 - ***There is no suggested slide template of format for your presentation.***
 - Use the 20 minutes as you deem appropriate but typically 15 minutes for presentation and 5 minutes for questions. However, if you are presenting a work in progress then additional time for discussion and less time for presentation might be appropriate.
 - If a session has fewer than 3 papers (e.g., someone withdraw their paper last minute), use the 20 minutes allocated and then at the end open the discussion up for follow-up on the papers presented.
- **Panels/Workshops**
 - Panels/Workshops are not separated into tracks and will run in their own independent time block.
 - Each panel/workshop block will run for 70 minutes, but some will use less time.
- There will be a volunteer in each physical room or Zoom room to assist with technical difficulties, questions, or issues.
- Paper and Panel/Workshop presentations will run simultaneously, allowing attendees to choose which presentations they want to watch. Please review the agenda to map out a plan that works best for you.

1.6 Maximize YOUR Participation

Please attend as many sessions as you can, provide as much feedback as possible during the sessions, and reach out to the authors in-person or via Whova. Presenters want to build their networks and get your feedback. The CCSBE Conference is the perfect size to facilitate these types of quality connections.

Those attending in person have access to all the online sessions as well!

Online sessions and select in-person sessions will be recorded and made available to attendees.

2.0 FOR PRESENTERS

2.1 Presentation Setup and Preparation

In-Person

- **Method 1 (recommended)**
 - The easiest way to present is to email your slides to entrepreneurship@haskayne.ucalgary.ca and title them “CCSBE [title of presentation as submitted in Whova].”
 - We recommend you do this as a backup option even if you choose method 2 or 3.
- **Method 2**
 - Save your presentation to a USB flash drive and bring it to your session.
- **Method 3 (not recommended but available)**
 - Bring your laptop and deliver your presentation directly from it. This could create unanticipated technical complications but is an option especially if there are unique considerations for your presentation.

Online

- **Zoom.** Ensure to have Zoom downloaded on your laptop prior to Wednesday, Nov. 6. If you already have Zoom, check for updates well before your session.
- **Internet.** If your wireless is unstable, you may want to hardwire into an internet port. If you are on a wireless connection, find a good place for the router, away from metal, appliances (these emit electromagnetic waves, which can disrupt your signal) and placed in a clear area above floor level
- **Speed test your internet.** Google “speed test” to see how fast your connection is. If done far enough in advance you may be able to mitigate a slow internet speed.
- **Voice-activated speakers.** If there is a chance you might be speaking and not just listening, disable any voice-activated speakers like Amazon Echo Dot, Google Nest etc. This is in case you or someone nearby accidentally trigger it.
- **Change your name.** Sign into Zoom and edit your profile so that your correct name is displayed
- **Join a little early.** Sign on at least five minutes in advance of the start of the meeting.
- **Test your audio.** Make sure your audio is turned on and that you have headphones if you want them.

2.2 Session Format

- All speakers, please arrive at least 5 minutes before your session to setup.
- **Papers**
 - You will get time signals from volunteers (5 and 2 minutes) to ensure that you are not going over time.
 - Once you are done presenting, the next speaker will queue up their slides and begin their presentation.
- **Panels/Workshops**
 - There will be no switching of presenters.
 - Panelists will take turns answering moderator questions.
 - Workshop flow is determined by the workshop moderator

3.0 CONTACT INFORMATION AND SUPPORT

- For questions, please reach out to:
 - **Conference Chair**, Dr. Chad Saunders: wsaunder@ucalgary.ca or cell **403-615-1698**
 - Leah Bortolin: Leah.bortolin@ucalgary.ca
 - Maddy Milne: Maddy.milne@ucalgary.ca