

ORAL PRESENTATION INSTRUCTIONS

All technical session rooms are equipped with overhead projectors, video projector, manual and electric screens, internet access and a Windows XP computer. Technical assistance will be available either through room monitors, roving technical assistants or at the Registration desk. Presenters are asked to put their talks into PDF or PowerPoint format and upload them via the congress program web site at least a day prior to the start of the session (instructions below). They could also bring a PDF backup on a USB key to be downloaded onto the computer 30 minutes prior to the start of the session. Presenters are strongly encouraged not to use their own computers. Those who do use their own computers risk having their talk shortened if technical difficulties arise, as we need to adhere to the published schedule. Note that for MAC computers, presenters need to bring their own adaptor. Since talks must be kept to the schedule, you are encouraged to arrive for your session at least 15 minutes early or test the presentation in advance. Assistance will be available through a student volunteer in the room.

TO UPLOAD YOUR PRESENTATION TO THE CAP CONGRESS INDICO WEBSITE

Go to <http://indico.cern.ch/e/CAP2017>.

Log in to your account.

Select "My contributions" under the "My Conference" link on the left.

Once in the "My contributions" area, click on the title of a contribution.

To submit material, click on the Pencil icon beside Presentation Materials. A dialog box will open.

Click "Upload files", and follow the instructions.

Your file will now appear in the contribution details and will be accessible through the session timetable.

NOTE: Any presenter who does not want their presentation to be publicly available should bring it to Congress on a memory stick and NOT upload it to the Indico site.

POSTER PRESENTATION INSTRUCTIONS

The CAP poster session will be held on Wednesday, May 31, from 18h00 to 20h00 in the Athletic Recreation Centre (ARC building) at Queen's University.

Posters can be set up starting at 08h00, but no later than 13h00 on Wednesday, May 31, to be considered for the Student Competition. Posters should have a maximum size of 4' high x 4' wide. Poster boards will be numbered and presenters will be issued with board numbers in advance. Presenters will be required to remove their posters at the latest on Wednesday, May 31, before 10:00 p.m.

The poster session features a light snack and a bar service. All conference attendees who indicated during registration that they are attending the Poster Session will receive one drink ticket which may be redeemed for one beer, one glass of wine or a non-alcoholic beverage. A cash bar will also be available.

STUDENT COMPETITION INSTRUCTIONS

ORAL STUDENT COMPETITORS

All oral competition entries will be presented and judged initially in the parallel technical sessions as scheduled from 10h30 Monday through 15h00 Wednesday. The list of the winners of the divisional oral competitions, together with the list of the 8 finalists for the Thursday afternoon CAP Best Student Oral Presentation Competition, will be posted by the end of the day Wednesday, May 31, at the CAP desk in the registration area and on the Congress website (<http://www.cap.ca/en/congress/2017>).

The winners of the divisional competitions and the eight oral finalists will be formally recognized and presented with their award confirmation letter at the Recognition Session which takes place Thursday, June 1 in the Biosciences Complex, Room 1101.

POSTER STUDENT COMPETITORS

Judging of the posters (no students present) will take place in the afternoon of Wednesday, May 31. Posters in competition must be set up no later than 13h00 that day to be considered for the competition. The judges will determine the division finalists between 13h45 and 17h30. These entries will become the semi-finalists for the CAP best student poster competition.

Between 18h00 and 19h00 that evening, the judges will visit the semi-finalists for oral interviews. All poster semi-finalists MUST be at their posters on Tuesday evening between 18h00 and 19h30 as they may be visited by a judge for the determination of prizes.

The finalists of all divisional competitions, and the finalists for the CAP overall poster competition, will be formally recognized and presented with their award confirmation letter at the Recognition Session which takes place Thursday, June 1 in the Biosciences Complex, Room 1101.

BEST STUDENT PRESENTATION COMPETITIONS COMPÉTITIONS POUR LES MEILLEURES COMMUNICATIONS ÉTUDIANTES

Delegates can look forward to an excellent series of talks and poster presentations at the 2017 congress delivered by participants in the various CAP divisional competitions as well as the CAP best overall competitions. Student competition entrants are identified as such in the congress program (G* for a Graduate student competitor or U* for an undergraduate student competitor). Full details of eligibility and prizes offered to student competitors are available on the CAP website.

Prizes in subject categories are offered by the divisions of Atmospheric and Space Physics (DASP), Atomic, Molecular, and Optical Physics, Canada (DAMOPEC), Condensed Matter and Materials Physics (DCMMP), Industrial and Applied Physics (DIAP), Instrumentation and Measurement Physics (DIMP), Physics in Medicine and Biology (DPMB), Nuclear Physics (DNP), Particle Physics (PPD), Plasma Physics (DPP), Surface Science (DSS) and Theoretical Physics (DTP), as well as the Committee to Encourage Women in Physics (CEWIP).

Best overall prizes are awarded by the CAP in both the oral and poster categories.

All oral competition entries will be presented initially in the parallel technical sessions as scheduled from Monday morning through Wednesday afternoon. Poster competition entries will be presented in the Wednesday evening poster session.

The list of the winners of the divisional oral and poster competitions, the list of 6 CAP poster finalists together with the list of the 8 finalists for the Thursday afternoon CAP Best Student Oral Presentation Competition, will be posted by the end of the day Wednesday, May 31, at the CAP desk in the registration area and on the Congress website (<http://www.cap.ca/en/congress/2017>).

The judging of all student competition entries will be carried out by a panel appointed by the Chief Judge upon the recommendation of the CAP subject Division Chairs. Judges will be identified via a distinct red ribbon on their name badge. All entries will be assessed using standardized criteria and weightings, to include: organisation, content, clarity, quality and impact of presentation, and response to questions. There will be a subpanel of eight judges for the CAP oral competition final, selected from the subject divisions represented in the final competition.

The CAP thanks everyone for their participation and wishes good luck to all student competition presenters!

Les délégués participant au congrès 2017 peuvent s'attendre à y trouver d'excellentes présentations orales ainsi qu'une présentation d'affiches de haut calibre tant au niveau des compétitions des diverses divisions qu'au niveau des compétitions globales de l'ACP. Les étudiants participant à la compétition sont identifiés comme tels dans le programme du congrès (G* étudiant diplômé ou U* étudiant de 1er cycle). De plus amples renseignements sur l'admissibilité à la compétition, ainsi que les prix qui y sont offerts se trouvent sur le site Web de l'ACP.

Les prix par sujets sont offerts par les divisions suivantes : physique atmosphérique et de l'espace (DPAE), physique atomique, moléculaire et photonique, Canada (DPAMPC), physique de la matière condensée et matériaux (DPMCM), physique industrielle et appliquée (DPIA), physique des instruments et mesures (DPIM), physique en médecine et biologie (DPMB), physique nucléaire (DPN), physique des particules (PPD), physique des plasmas (DPP), science des surfaces (DSS), physique théorique (DPT), ainsi que par le Comité pour encourager les femmes en physique (CEFEP).

L'ACP offre ses prix globaux aux meilleurs à la fois dans la catégorie orale et des affiches.

Tous les exposés des compétiteurs pour la meilleure présentation orale seront d'abord présentés lors d'une séance technique parallèle qui se tiendra, comme prévu, du lundi matin au mercredi après-midi. La présentation des affiches des participants à la compétition se fera lors de la séance des affiches du mercredi soir.

Les gagnants des compétitions divisionnaires de présentations orales et d'affiches, la sélection des 6 finalistes de la compétition d'affiches de l'ACP ainsi que la sélection des 8 finalistes pour la séance finale de la compétition orale du jeudi après-midi seront annoncés au bureau de l'ACP situé dans le secteur du comptoir d'inscription et sur le site web du congrès (<http://www.cap.ca/fr/congres/2017>) en fin de journée le mercredi 31 mai.

L'évaluation de toutes les présentations étudiantes d'effectuera par un jury nommé par le juge en chef sous la recommandation des présidents des divisions de l'ACP. Les membres du jury seront identifiés par un insigne porteur orné d'un ruban rouge. Toutes les présentations seront évaluées en fonction de critères standardisés et objectifs comme l'organisation, le contenu, la clarté, la qualité et l'impact de la présentation ainsi que la réponse aux questions. Un sous-jury de huit membres sera formé pour la finale de la compétition orale de l'ACP, les membres seront choisis au sein des divisions représentées à la compétition finale.

L'ACP tient à remercier chaleureusement tous les participants et souhaite bonne chance à tous les étudiants présentant leur réalisation.