



# EARLY YEARS CONFERENCE

*Listen Together, Learn Together, Act Together*

**JANUARY 30, 31  
& FEBRUARY 1**

# 2020

HYATT REGENCY, VANCOUVER, BC, CANADA

## SYLLABUS SUBMISSION GUIDELINES/ FORMATTING

To be submitted by:

**December 10, 2019**

### **Please submit your syllabus as:**

- A word processed document
- A Powerpoint (or equivalent) document

### **Please DO NOT submit your syllabus as:**

- A PDF file

If you are submitting a word-processed document, please use as little formatting as possible.

If you are submitting a PowerPoint in your presentation:

- **Ensure your slides are in 16:9 aspect ratio** - [see instructions HERE](#)
- specify whether you want all of your slides to appear in the syllabus;
- if it is a large file, send your presentation in compressed format via email
- ensure that clear instructions are given in regards to handout notes format

**Please email your submission to [sarah.ipce@ubc.ca](mailto:sarah.ipce@ubc.ca)**

PLEASE NOTE THAT WE MAY RE-FORMAT OR RE-ARRANGE YOUR MATERIALS FOR REASONS OF SYLLABUS DESIGN AND SPACE CONSIDERATIONS

1. Summaries should include material that will be highlighted or emphasized in the lecture.
2. The first page should contain the learning objectives for the session and references should be included at the end of the summary. All presenters must disclose conflicts of interest during the presentation verbally and in the PowerPoint presentation.
3. If visuals to be shown contain factual material that cannot easily be written down during the presentation, a photocopy of the material should be included in the summary. Please try to obtain the best possible, as it will have to withstand reproduction for handouts.
4. It is essential that this material be received on the date specified in order to have it included in the course syllabus. Although every effort will be made to place summaries received past the due date in the course syllabus, often this will not be possible.
5. If summaries include photo or text material from texts or journals please provide us with the original text or journal pages, or try to obtain the best possible photocopy as it will have to withstand duplication for handouts. If photographs or previously published articles are to be included, you must obtain proper licensing/copyright approval for use before forwarding these materials to us for duplication.
6. **PLEASE REMEMBER TO USE ONLY GENERIC RATHER THAN TRADE NAMES OF MEDICATIONS AND/OR DEVICES INCLUDED WITHIN ALL PRESENTATIONS OR WRITTEN MATERIALS.**