IHC2017

18th Congress of the International Headache Society

New Horizons in Headache

International Headache Society

GENERAL INFORMATION
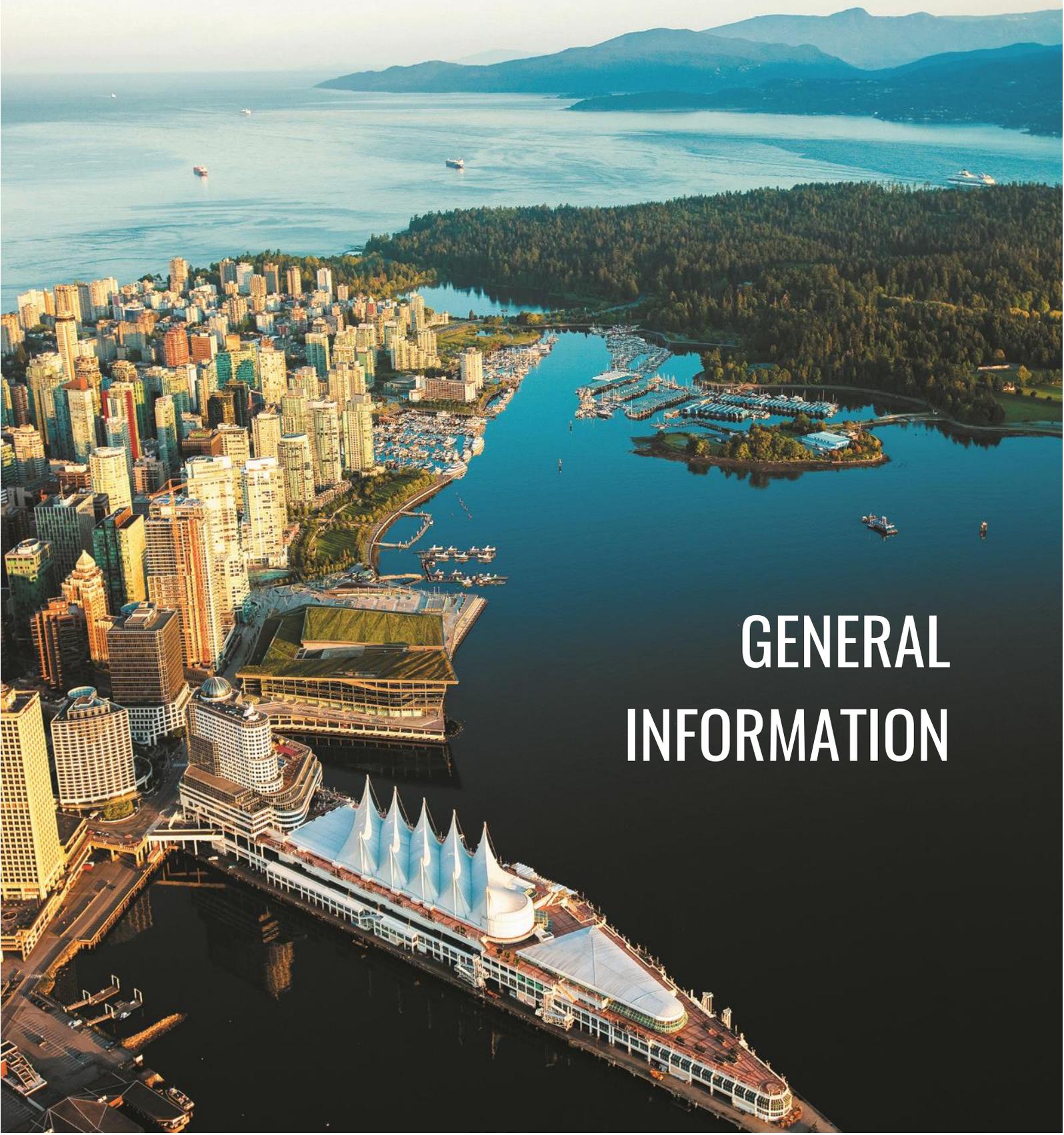
General Information

Venue

Vancouver Convention Centre East,

999, Canada Place, Vancouver, BC V6C 3C1, Canada

Web   http://www.vancouverconventioncentre.com
Email   info@vancouverconvetioncentre.com

Getting here

Air

If you're arriving by air, you'll most likely be flying into Vancouver International Airport (YVR). Just 25 minutes from the city centre, YVR has been rated one of the best airports in North America. There are more than a dozen international flights in and out of YVR every day.

Car

If you would like to see all of Canada's sights then driving is the way to go. Highway 1, the main highway which accesses Vancouver from points east. From Okanagan Valley allow four hours, from Calgary allow 12 hours, and five days from Montreal. If you're arriving in Vancouver from Victoria or Vancouver Island you will need to take your car on a BC Ferries from vessel to the mainland.

Bus

Take a scheduled bus service into Vancouver, many coach line partners offer regular service to Vancouver from destinations including Seattle, Victoria, Vancouver Island, Whistler and the Okanagan Valley.

Water

Traveling to Vancouver Island on the spectacular Pacific Ocean is a highlight of visiting Vancouver. BC Ferries provides regularly scheduled passenger and vehicle service between Vancouver, Vancouver Island, the Gulf Islands and other parts of coastal British Columbia.

The International Headache Congress 2017 will be held from Thursday 7 September to Sunday 10 September 2017 and will take place at Vancouver Conference Centre. The venue has been described by visitors as exciting, resonant and inspirational and a significant world-class facility.

Host City

Vancouver, a bustling west coast seaport in British Columbia, is among Canada's densest, most ethnically diverse cities. A popular filming location, it's surrounded by mountains, and also has thriving art, theatre and music scenes. Vancouver Art Gallery is known for its works by regional artists, while the Museum of Anthropology houses preeminent First Nations collections.
For further information on the city, please visit www.tourismvancouver.com
The website offers a wide variety of things to do whilst in Vancouver and provides information on the local area.

Cash Machines

A cash machine is situated in the venue foyer and does not charge for withdrawals.

Credit Cards

The registration desk, which is located in the Central Foyer, will accept ONLY Visa or MasterCard.

Delegate Materials

Delegate name badges should be collected from the registration desks on arrival at the venue.
Badges must be worn and be clearly visible at all times when attending the meeting and exhibition.

Emergency Procedures

In the event of an emergency at Vancouver Convention Centre the Public Address system will sound with a warning message.

In the event of an evacuation of the Convention Centre, all delegates, exhibitors' and organisers are requested to muster on the piazza area outside the Waterfront hotel. This is necessary so that we can readily contact everyone to return to their building when the emergency is over.

Delegates with access requirements will be guided to the nearest refuge point by a venue steward, where they will receive further assistance.

No one is to return to the building until official announcements have been made by Vancouver Convention Centre staff.

In the event of medical assistance being required, please inform a venue steward or a member of the organisers
(MCI UK Ltd).

Internet

Delegates will have access to free Wi-Fi throughout the convention centre.

Lunch and Coffee Breaks

Day	Coffee Break (AM)	Lunch	Coffee Break (PM)
Friday, 8 September 2017	11:00 – 12:00	12:45 – 13:00	16:00 – 16:15
Saturday, 9 September 2017	10:00 – 10:45	12:50 – 13:00	15:15 – 16:00
Sunday, 10 September 2017	10:30 – 10:45		

Speaker Preview Room

We kindly ask that all speakers come to the Speaker Preview Room based in East Meeting Room 9 in the East wing of the Vancouver Convention Centre, in order to upload their presentation prior to presenting. Once your presentation has been uploaded in the system this will serve as an indication to the session chairs and/or Moderator whether or not you are present at the congress.

Speakers are requested to upload their presentation **at least four hours before the start of their session**. Any speakers presenting in the first morning session of the day are advised to upload their presentation the day before.

A presentation can be uploaded in the Speaker Preview Room by USB device. A member of the technical team will assist in the uploading of the presentation, along with assisting in any minor changes, if required. Once uploaded, the technician will perform a quick review of the presentation to check it runs smoothly and all elements have been uploaded.

PC's will be available in the Speaker Preview Room to check a presentation and allow for last minute changes.

The Speaker Preview Room will open on the following days during these hours:

Date	Opens	Closes
Wednesday, 6 September 2017	14:00	18:00
Thursday, 7 September 2017	07:00	19:00
Friday, 8 September 2017	07:00	19:00
Saturday, 9 September 2017	07:00	19:00
Sunday, 10 September 2017	07:00	12:00

General Instructions

Presentations will be stored on a central server which is accessible from all session rooms via a secure network. Presentations are automatically synced between the central server and session rooms. The presentation management system provides a robust mechanism for delivery of the presentations across the congress.

The use of personal laptops or tablet devices, such as iPads, for presenting in the session rooms will not be permitted. If you do need to use a specific device, please contact the technical team in advance of the congress at; IHC2017AV@mci-group.com.

Speakers are kindly requested to respect their allotted presentation time in order to guarantee the smooth running of the sessions.

Back Up

- Please bring a copy of your presentation along with you. Copy your presentation and all of the assets onto a USB. All videos must be placed in the same folder as your MS PowerPoint 2013 file. We recommend you keep a second copy in your luggage or in online storage (such as; OneDrive, Google Drive, DropBox, or iCloud).

Design (recommendations)

- Use high contrast colours; light text on dark background or vice versa.
- Minimum font size = 24.
- Maximum 8 lines per slide, and 8 words per line.
- Remove all timings from transitions within the presentation, select 'On Mouse Click' to advance the slide.

Fonts

- All fonts installed with Microsoft (MS) Office 2013 are supported.
  For a list of fonts that are installed with MS Office 2013 products, click on the link below;
  https://support.microsoft.com/en-us/kb/2800393

HTML

- Hyperlinks to external content such as websites cannot be supported; therefore, download the website content to a USB device.

Presentations

- All presentations will be presented using MS PowerPoint 2013 (.pptx) for PC. If your presentation has been created using software other than MS PowerPoint 2013 for PC (example; OpenOffice, PowerPoint for MAC or Keynote) please make sure your presentation is converted to MS PowerPoint 2013 for PC. We suggest you review your presentation on a PC running MS PowerPoint 2013 prior to attending the congress.
- Keynote will not be supported because it cannot be played back on a PC.
  Please export your presentation as MS PowerPoint 2013, using filename extension '.pptx'.
- MS PowerPoint 2010 will be accepted, but for presenting the file will be saved out as MS PowerPoint 2013.
- Presentations being presented in Adobe Acrobat PDF format are accepted, but please contact the technical team in advance of the congress at IHC2017AV@mci-group.com.
- Clearly identify your presentation and all assets. We recommend incorporating your name into the filename (example: john_smith_v1.pptx)
- A presentation that has been created using either Excel, Word or Prezi will not be accepted.

Session Chair and/or Moderator

- Speakers should arrive in the session room 10 minutes before the session is due to start. Speakers should introduce themselves to the session Chairs and/or Moderator and familiarise themselves with the general session arrangements. The session Chairs and/or Moderator has been encouraged to contact you prior to the meeting to request a copy of your presentation and a short bio with which to introduce you.
- You are not required to stay in the room for the entire session; however, you will need to be present 10 minutes before your presentation.
- All presentations are to be in English followed by questions in English.

Session Rooms

- A technician will be present in each session room to assist speakers in accessing their respective presentation.
- All presentations will be projected in 16:9 format (1024 x 768 pixels) landscape, not 4:3.

Video

- If videos have been embedded in the presentation, please remember to bring these files with you on a USB device. Please see below a list of supported video formats.
  - All videos must be compressed using a supported codec*.
  - Supported formats and codecs for video;
    - Windows Media file .asf
    - Windows Video file .avi (some .avi files may require additional codecs)
    - MP4 Video file .mp4, .m4v, .mov
    - Movie file .mpg or .mpeg
    - Windows Media Video file .wmv
  - We recommend you use .mp4 files encoded with H.264 video (a.k.a. MPEG-4 AVC) and AAC audio, for the best video playback experience in MS PowerPoint 2013 for PC.
  - For audio, we recommend using .m4a files encoded with AAC audio.
  - Videos in the .mp4, .mov, .qt and DV formats are NOT supported, along with Adobe Flash Media (.swf).
- Videos should start automatically when the slide (containing the video) appears.

  *Uncompressed videos will not be accepted due to their large file size, videos should not exceed 50MB each.

The Organisers (MCI UK Ltd) recommend you review your presentation on a PC running MS PowerPoint 2013 prior to coming to the congress.