



**MONTREAL
OCT. 16—25
2017**

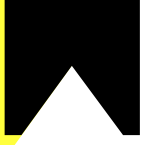
WORLD DESIGN SUMMIT

**CONGRESS
MONTREAL
OCT. 16—19, 2017**

**CONGRESS
SPEAKER GUIDE**

**World
Design
Summit**

**Sommet
Mondial
du Design**



**WORLD
DESIGN
SUMMIT
ORGANISATION**

**ORGANISATION
DU SOMMET
MONDIAL
DU DESIGN**

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Before the Congress

Planning your trip

The Congress of the World Design Summit will be held in Montreal, Canada from October 16-20, with speaker sessions on the 17th, 18th, and 19th.

Event Venue

The Congress, Summit Meeting and Expo are all taking place in the Palais des Congrès, Montréal's signature Congress center, situated in the heart of downtown.

Accessible by public transportation, steps from Montréal's historic Old Port, and at the epicenter of world-famous restaurants, as well as hotels and accommodation options to suit every budget, the Palais is the perfect location from which to launch your total Montréal experience.

Accommodation

We strongly recommend that you book your accommodations quickly, since Montréal's 375th anniversary celebrations are attracting a large number of visitors. We have negotiated exclusive prices with hotels near the Palais des Congrès. See the list and a map of nearby hotels: <https://worlddesignsummit.com/accomodation-and-travel/>

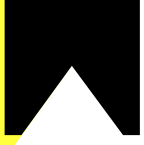
Travelling to Canada

Travelling to Canada from abroad? We're excited to welcome you, but make sure your travel documents are in order.

Some visitors may need an Electronic Travel Authorization (eTA) before entering Canada. Citizens from countries other than the United States (U.S.) who do not need a visa to enter Canada *will need* to obtain an eTA before flying to Canada. Travelers do not need an eTA when entering Canada by land or sea.

Find out if you need an eTA now. <http://www.cic.gc.ca/english/visit/eta-start.as>

Need a Letter of Invitation? Ask us at <mailto:info@worlddesignsummit.com>



Getting In

From the airport:

Accessing the city from the airport is quick and easy, with the following services offering direct links to the Palais des Congrès:

- [Airport Shuttle: Bus #747](#)
- [Taxis & Limousines](#)
- [Téo Taxi Service \(Ecological Taxi App.\)](#)
- [Public Transportation: STM](#)

Preparing your presentation

Please be aware that individual talks are limited to 15 minutes each and will be grouped into a 1-hour session followed by a Q&A period. We advise you to ensure that your presentation fits this time limit, as it will be enforced. See the program to know which speakers you are scheduled with and when you are presenting.

Group presentations are scheduled for up to 1 hour. The usual format is a 45-minute presentation followed by a 15-minute Q&A. See the program for details on your presentation.

Preparing your materials

Technical specifications

Presentation files must be PowerPoint (PPT) or PDF format. *No other file formats will be accepted.* Presentations can be widescreen or full screen format.

Submission

Your file name must include your speaker ID number, first letter of first name, and last name, separated by underscores.

Example for speaker John Bouchard (speaker ID 123): 123_J_Bouchard

Presentation files must be sent to congress@worlddesignsummit.com **before** October 10th.

If your file is too large to email, use the following link <https://wetransfer.com/>

Contact us as soon as possible if you encounter any difficulties transmitting your file.



At the Congress

Registration

Upon arrival at the Palais des Congrès, go to **Hall Viger on the second floor** to register. Registration will be open every day from 7 AM. Please present your ticket either printed or on your mobile device to receive your nametag.

Speaker check-in

After registration, you must go to the **Speakers Room (room 521, on the fifth floor)** to confirm your presence and verify your presentation materials. This step is necessary to make sure everything is in place for your presentation. You are invited to leave your coats and bags in the Speakers Room.

Please check-in at the Speakers Room **at least one hour before** your session begins.

Where and when is your session?

Please check the Congress program to see the time and location of your session.

Arrival

Make sure to arrive to the location of your session 15 minutes prior to your presentation.

Catering

A lunch box is provided for each day of the Congress (Oct 17, 18, 19). Coffee and snacks will be provided at morning and afternoon breaks between sessions.

Session Proceedings

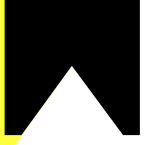
Session structure

All individual presentation is held by one speaker and last 15 minutes long. Individual presentations will be scheduled into an hour “session” which will include other speakers who will be presenting on a similar topic and a Q&A.

Group presentations can be up to an hour and include a 45 minutes presentation and 15 minutes Q&A

Room Setup

Speakers will not be able to hang any materials on the wall or curtains; to show a poster or other physical materials, you will have to provide your own support.



The following audio-visual equipment will be provided:

- a projector
- a screen
- speakers
- laptop

The stage will be equipped with:

- seating for a maximum of 6 people
- a podium with a microphone
- an additional microphone on the table
- a microphone on a stand on the floor

Getting Around

Montreal is a very walkable city by North American standards with reliable public transportation and bicycle facilities. The public transit system offers underground metro lines and bus service. The Palais des Congrès is located by the Place-d'Armes station on the metro's Orange Line. Place-d'Armes métro station is accessible at street level to wheelchair users. Tickets start at \$3.25 each (exact fare in coins is required on the buses but not on the metro)

Montreal also has a popular and efficient bike-sharing service known as Bixi, with rates starting at \$2.95 (CAD) for a one-way trip. A credit card is required and a helmet is not provided or required by law. Cycling is a popular mode of transportation in Montreal and there are numerous separated bike lanes in the downtown core.

Weather

The temperature in Montréal can vary greatly. The temperature in October is between 4°C and 12°C on average. While it can be unseasonably warm and pleasant, it is advised to bring warm clothes. Please check the forecast for weather trends closer to the event.

The official language of the province of Quebec is French. Road signs and metro announcements are only in French. However, service is provided in both English and French in most hotels, restaurants, museums, taxis, and other places. The city is considered by-and-large bilingual and English-speaking visitors do not typically encounter any communication challenges. Please feel free to approach World Design Summit team members in either English or French.