SITI
The summit for IT experts

THE SPEAKER'S GUIDE

OCTOBER 15, 2025

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ITI
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ITI Summit 2025

October 15, 2025

Contacts	
Organization	**Contact information**
ITI *Content*	SITI Team siti@iti.ca

1. Site Access

Main entrance:

- ✓ 201 Avenue Viger West, Montreal
- ✓ 1001 Place Jean-Paul Riopelle, Montreal
- ✓ *No deliveries will be accepted at these adresses.*

Delivery dock :

163 rue Saint-Antoine Ouest, Montréal, H2Z 1X8

- ✓ *Click on the address above to access the map*
- ✓ *Refer to the section « Dock – Entry procedure for setup » for entry details*

2. Parking

You can use the following paid parking lots to park your vehicle :

- ✓ **Viger Parking – Palais des Congrès de Montréal**
  1025 rue Chenneville, via Avenue Viger
  Clearance height : 1.81 m (5'11'')
- ✓ **Quartier International de Montréal Parking**
  249 rue Saint-Antoine Ouest
  Clearance height : 2 m (6'7'')

3. Important Information

Information to share with us before September 15, 2025

Please send the following information to this email address : siti@iti.ca

- Names and titles of the speakers for your session

- Short biography for each speaker

- Conference title

- Session format (conference or panel)

- Short description of your conference

Please note that any preliminary information you can provide about your content will help us fine-tune the program on the website and ensure better visibility for your organization. Once the information has been shared, it will still be possible to make changes if necessary.

4. Sharing Your Content – Conference
- Identification of your content
  - Please make sur to name your PowerPoint files as follows:
    - Time Slot – Date – Conference Title – First and Last Name
  - Your presentation must be in PPT format **(16:9 size)**
    - Please not that **PDF format will not be accepted**.
  - If you wish to use a video, please send the separate file in MP4 format.
- Important: To ensure the the event runs smoothly, please send us your PowerPoint presentation **no later than September 29, 2025**, so the organizing team can better anticipate logistics.
  - siti@iti.ca

5. Before Your Presentation
- In the interest of organization and anticipation, we kindly ask that you bring **your presentation on a USB drive** on the day of your session.
- To help us manage all content effectively, it is essential that you provide us with **your final PowerPoint version no later than 45 minutes before your session starts**. Room 514a, Palais des congrès.
- Please note that after this time, we can not guarantee the use of your most recent version.

6. Upon Your Arrival

- Just like the event participants, please check in at the registration desk to announce your arrival and collect your badge.
    - A dedicated speaker registration desk will be set up near the participant registration desk.
    - A speaker lounge will be available for you in room 514A.
- If you wish to attend the entire day, please note that **participant registration begins at 7:45 AM**. If you only wish to attend your session, we ask that you arrive **at least 45 minutes before the start of your session.**
- Speakers for each session are invited to the lounge simultaneously for an efficiency briefing **45 minutes before the start of their conference**.
- **Conference:** Please report to the control room of your conference room 10 minutes before the start of your session so that a technician can set up your headset. For podium speeches, a fixed microphone will be installed.

7. During the Conference

- A timer will be provided to help you manage your time. Please adhere to the time allocated to you.

- You will have a clicker to change slides.

- The main screen will be connected to a comfort monitor placed in front of you so that you can follow your PPT content without having to turn towards the large screen.

8. Simultaneous Interpretation Service

The conferences will be translated through a simultaneous interpretation service in all conference and workshop rooms. Thus, both speakers and participants will have access to audio translation if needed. Headphones will be available on-site to access this service.

9. Dress Code

✅ Recommended

- A professional yet relaxed appearance
- Clothes in which you feel comfortable and that represent you

🚫 To Avoid

- Clothes with small patterns or stripes that are difficult for cameras to capture.
- Large or noisy jewelry that could interfere with your headset microphone's audio capture.
- Torn clothing, or clothing with defamatory, offensive, or insulting messages or symbols.