



Track Leadership Information



CAEP26 Conference
RBC Convention Centre, Winnipeg
June 7-9, 2026

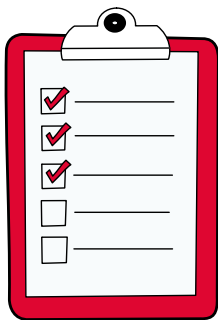
www.caepconference.ca

Welcome to Winnipeg!

Dear Track Leadership Team,

Thank you for playing an integral role in the development of the CAEP26 Conference Program! We look forward to working with you over the next few months and welcoming you in Winnipeg.

Please keep this document handy as a reference throughout the planning process. It includes:



- Key Dates & Deadlines
- Audio-Visual Information
- Accreditation Information
- Compensation & Entitlements
- Registration Instructions
- Hotel Information
- Track Leadership Team

The following resources are available [here](#):

- Track Leadership Roles and Responsibilities
- CAEP Conference and CPD Development Report and Recommendations
- Speaker and Moderator Guidelines
- CAEP26 Equity, Diversity, and Inclusion: Five Tips

Please review the [Speaker Instructions](#) to be aware of the speaker communications, expectations and deadlines.





The conference will take place June 7-9, at the RCB Convention Centre in Winnipeg. It is preceded by the Academic Symposium (June 6th) and pre-conference training sessions (June 5-6).

The CAEP Conference is Canada's largest emergency medicine event, bringing together professionals and experts to discuss the latest advancements and best practices in emergency medical care.

Overall Learning Objectives

At the end of the conference, participants will be able to:

- Build Resilient Healthcare Systems and Lead Organizational Change
- Advance Reconciliation, Cultural Safety, and Health Equity in Emergency Medicine
- Cultivate Professional Excellence and Sustainable Careers in Emergency Medicine
- Master Innovative Clinical Approaches for Complex Patient Populations
- Generate and Disseminate Knowledge That Advances the Specialty
- Forge National and International Partnerships to Strengthen Emergency Care

KEY DATES & DEADLINES

Please make note of the key dates and deadlines below.

Adhering to the deadlines is part of the track leadership role and is imperative for the successful flow of tasks for everyone involved in the planning of the **CAEP26** Conference.

30-NOV

DEADLINE for speaker submissions
(for information purposes only, no action required)

1-DEC

- **Create/Update X-CD profile, bio, and headshot.** This information will be publicly available in the online program and on the conference website. <https://www.xcdsystem.com/caep/>

NOTE: Please use your existing profile if you have one. If you are unsure as to whether you have already created a profile, or are unsure of the email address associated with your profile, please contact jgale@caep.ca.

- **Complete the [COI Declaration](#) and [Slide Disclosure](#) and return to jgale@caep.ca.** This is required for accreditation.
- **Register for the conference** (complimentary - details below).
- **Book hotel accommodations** (details below).

15-DEC

Proposal reviews due in X-CD.
You will receive instructions on how to review submissions in X-CD by **December 2nd**. Reviews are due **no later than December 15th**.

15-JAN

Complete speaker schedule.

Rankings of the proposals will be reviewed and approved by the Scientific Chairs. You will be notified of accepted proposals by **January 2nd**.

Complete the [schedule](#) with the title, lead speaker name, lead speaker email, submission ID, day and duration of the presentation, **no later than January 15th**.

This information will be used to notify selected speakers by **January 17th**. (Exact timing of the presentation can be confirmed at a later date.)

CAEP Head Office will notify speakers.

KEY DATES & DEADLINES

- continued -

2-FEB

Deadline for Speakers to accept invitation to present.
The Track Leadership Team will be notified of outstanding invitations and will be asked to substitute Speakers.

15-FEB

- **Track Learning Objectives (x3) due to CAEP Office (jgale@caep.ca).**
- **Provide an elevator pitch to be used to promote your track.** Pull out all the stops in hyping up your track and send to Krista-Lynn Panti (kpanti@caep.ca).

APRIL

- **Regroup with your Speakers** – Provide final details, moderator information, etc.
- **Presentation slides due to Track Chairs review by April 30th.**

Track Chairs and Moderators must ensure the first slide of the [Slide Disclosure](#) is displayed at the beginning of the presentation, even if there is nothing to declare.

JUNE 7-9

SEE YOU IN WINNIPEG!

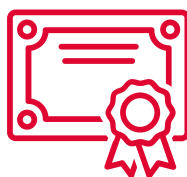


AUDIO/VISUAL INFORMATION

Track rooms will be set-up in theatre style for the duration of the conference and will include a stage, screen, projector, table, chairs, podium, and microphone.

Speakers will be required to use their own laptop to present unless alternative arrangements are made with the Track Chairs. Proper adapters are required for laptops to connect via HDMI.

Speakers are responsible for sourcing any additional equipment necessary for their sessions (e.g., simulation equipment, markers, flipcharts).



ACCREDITATION REQUIREMENTS

For accreditation purposes, speakers must ensure adherence to using generic rather than trade names of medications and/or devices within all presentations and written materials.

The **first slide of the slide disclosure** must be displayed at the beginning of the presentation and addressed verbally. **If there is nothing to declare, this must still be displayed and stated at the start of the presentation.**

The Planning Committee will review all disclosed financial relationships and determine whether action is required to manage potential or real conflicts of interest. Any individual who fails to disclose their relationship(s) as required cannot participate as a speaker of this certified activity.

All presentations must be reviewed by the Track Chairs in advance of the conference. **Speaker are required to submit their slides by April 30th.**

Presenters are encouraged (but not required) to use the [CAEP26 Presentation Template](#). If they are not using the presentation template, the slide disclosure mentioned above must still be included at the start of the presentation.



COMPENSATION & ENTITLEMENTS

Local Team Members

Complimentary conference registration
Parking at the conference centre

Outside of Winnipeg (defined as >50km)

Complimentary conference registration
One-night hotel accommodation in CAEP's room block
Travel assistance up to \$500

Please submit your travel receipts, [expense form](#), and [EFT information](#) **AFTER** the conference for reimbursement to jgale@caep.ca.



CONFERENCE REGISTRATION

As a member of the Track Leadership Team, you are entitled to complimentary full conference registration, from June 7-9. One admission to the Welcome Event on June 7th is included with your registration.

Click [here](#) to register by **December 1st**. Select **Full Conference Registration** and enter discount code **CAEP26 Track Lead** at check-out.



HOTEL ACCOMMODATIONS

As a member of the Track Leadership Team, you are entitled to a one-night complimentary accommodation at the Delta Hotel. **Please note that reservations must be made within the CAEP room block.**

To ensure availability, we recommend making your [reservation](#) without delay. The group rate is not guaranteed once the block is sold out or after **May 3rd**.

More information at www.caepconference.ca



TRACK LEADERSHIP TEAM

EVERYDAY EXCELLENCE

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VICE TRACK CHAIR: KAVISH CHANDRA
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LEARNER LEAD: KEVIN BORESKEIE
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RESEARCH IN EM

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