



IATEFL Belfast Conference – Speaker equipment, handouts, timings and preparation area

Please find below some helpful information while preparing for your presentation.

Equipment

Any equipment you have asked for is shown in your emailed speaker acceptance.

Only equipment shown in your speaker acceptance email will be available for you.

If your speaker acceptance shows:

Require Windows laptop & projection or

Bringing own Windows laptop & require projection or

Bringing own MAC and adapter & require projection

...then please note that this includes speakers to enable sound from your PowerPoint to be relayed to the audience.

A PowerPoint pointer will not be available.

Handouts

You may decide to bring handouts for your audience. We won't be able to tell you the audience capacity of your room until the end of February when we've finalised the programme.

Alternatively, if you have a LinkedIn account (which is free to set up if not), you can upload your presentation to SlideShare (www.slideshare.net), using the hashtag #iatefl2022, where many other presentations from the conference will be found.

Timing of your presentation

All speakers must stick strictly to the time they are allocated.

For a talk or panel discussion, there must be sufficient time for the audience to ask questions.

For a workshop, there must be a substantial amount of time allocated for audience participation.

Forum presenters must adapt the content of their presentation to the length of time allocated.

Poster presenters must be at their poster before the scheduled start time.

Presenters must vacate the room immediately after their session. Delegates must be allowed time to reach their next session, the next speaker in the room needs time to set up, and IATEFL requires the time between sessions to change the set-up in rooms. This includes vacating after the last session.

If delegates approach you with further questions at the end of your session, you need to explain that you must vacate the room first before being available to talk.

IATEFL will end any sessions that continue over the allowed time. If a session is not rounding-up as two minutes of session time are remaining, our stewards will have signs ready with "2 minutes to go", then "1 minute to go" and finally "End session". We will then interrupt and end the session immediately.

Speaker preparation area

We will arrange an area for speakers who wish to find a place to prepare their presentation, details of this room will be made available to speakers nearer the time. Laptops will be available for use in the area but please note that this is to be shared so there may be long periods of the laptops being occupied.