



Guidelines for accepted speakers



Congratulations on having your speaker proposal accepted into the IATEFL Conference programme. As an accepted speaker, there are a number of things you need to be aware of and guidelines that you will need to follow. Please read the following information carefully.

If you have any questions, please contact Conference Programme Coordinator, Sarah Ward (sarah@iatefl.org)

In these guidelines you will find information on:

1. General terms and conditions
2. Length and type of your presentation
3. Using handouts
4. Speaker preparation room
5. Guidance for poster presenters
6. Guidance for forum facilitators

1. General terms and conditions

- The deadline for you to make payment for your conference booking is **16.00 (UK time) Friday 15 December 2023**. Please note: You must book and pay for the full conference. Any speakers who have not booked and paid by this date will be removed from the programme. Please note, if you have been asked to rewrite your proposal and are later accepted into the programme you will be given a later deadline for making your payment.
- Any presenter failing to deliver their presentation without informing the Conference Programme Coordinator (Sarah Ward, sarah@iatefl.org) in writing at least one hour before the start of their session will not be entitled to submit a proposal for conference the following year.
- You must ensure that you have permission to use any materials that you plan to show in your presentation and that there is nothing in your presentation that may contravene copyright law.
- All session rooms will be equipped with a laptop and projector, there is free Wi-Fi for use across all session rooms. We will not be offering wired internet to speakers. Accepted speakers will be contacted at a later date to arrange any additional equipment requirements.

2. Length and type of your presentation

All presenters must adhere strictly to the time they are allocated to allow delegates time to move between session rooms or to vacate the rooms at the end of the conference day. Stewards will be on hand to provide you with time reminders as the session reaches its conclusion and IATEFL will end any sessions that runs over the allowed time. Here is a helpful reminder of the different types and lengths of sessions:

Forum

A **75-minute** session which gives three speakers the opportunity to present together on a given topic, led by one of the speakers who will also act as facilitator. Speakers can either present for 20 minutes followed by a 5-minute individual Q&A session, or speakers can present for 20 minutes each followed by a 15-minute group Q&A session. Please see point 6 for further details.

Panel discussion

A **75-minute** session which allows four or five people to present their views on a topic, after which the discussion is opened up to the audience. There should be at least 20 minutes allocated for audience discussion.

Poster

You will be timetabled to present for **two 10-minute** slots at your poster during the conference. There are no facilities in the Poster area for electronic equipment. The minimum size of a poster is A1 portrait (594mm wide x 841mm high) and maximum size is B1 portrait (707mm wide x 1000mm high). An electronic version of each poster has the opportunity to be posted on the IATEFL website for 12 months following the conference. Please see point 5 for further details.

Talk

A **30-minute** session that describes what you are doing, or have done, in relation to theory and practice or that focusses on commercial materials or products. We strongly recommend that you focus on the most salient points (3-4 points max) of your subject matter, use visual aids during the session and include some interaction with the audience, including allocating adequate time for a Q&A session.

Workshop

A **45-minute** session which must maximise active audience participation through experiencing and discussing tasks provided by the presenter. All session rooms will be set out in theatre style for the duration of the conference and it will not be possible to rearrange the furniture for workshops.

Lightning Talk

A **3-minute presentation** during a 45-minute session with 11 other presenters. There will be time at the end for delegates to approach speakers to ask any questions they may have. Each speaker will need to provide any slides for their 3-minute session in advance.

3. Using handouts

To help reduce the environmental impact of the conference, we ask you to keep printing to a minimum. Alternatively, you may like to consider providing delegates with a link to some online resources.

4. Speaker Preparation Room

There will be a room set aside at the conference venue for speakers to prepare for their sessions, where a limited number of laptops available for you to use to check your presentation. Details of this room, and the times it will be open, will be sent to all speakers prior to the conference.

5. Guidelines for poster presenters

- I. A poster is a visual presentation which contains an outline illustrating or summarising a project, a feature of language, an area of research or a set of ideas. It can be accompanied by handouts fixed to your poster, or QR codes to further information. Please use minimal text on your poster, making it easy for delegates to read. Such a presentation allows both delegates and presenters the opportunity to discuss ideas in a more relaxed and often more productive atmosphere than in a straight talk or workshop.
- II. You are responsible for producing, printing and transporting your poster to the conference venue.
- III. Posters provide an excellent means to get your message and information across to the maximum number of people as they are displayed for the duration of the conference. Everyone can see what you have to offer and have time to take in the information.
- IV. If you would like delegates to be able to contact you with questions outside of your 10-minute presentation slots, you may wish to include your contact details on the poster. If you choose to do

this please be aware that these details would then be displayed in a public area and you are responsible for any contacts you receive as a result of this.

- V. All posters should adhere to the size guidelines specified in the proposal guidelines: minimum of A1 portrait (594mm wide x 841mm high) and maximum of B1 portrait (707mm wide x 1000mm high).
- VI. Each poster presenter is given a number and must attach their poster to the poster board displaying that number to match the information printed on the first poster panel and in the Conference Programme.
- VII. The way to attach your poster is with Velcro 'hook' stickers. When stuck to the reverse of your poster, the 'hooks' will attach to the 'loop' effect poster board. We are unable to provide Velcro for poster presenters so please bring your own.
- VIII. Poster presenters are invited to set up their posters on Monday 15 April between 1pm and 4pm or on Tuesday 16 April between 8am and 10am. All posters should be dismantled on Friday 19 April. Any posters not collected by the end of the conference will be thrown away.
- IX. If you would like your poster to appear on the IATEFL website after the conference for up to 12 months, you will need to provide us with a pdf version. This will need to be sent to sarah@iatefl.org by 1 May 2024.

6. Guidelines for forum facilitators

I. Before the conference

- a) Make initial email contact with the other two speakers in order to introduce yourself within a few days of receiving your acceptance letter.
- b) Find out whether the other two speakers are happy with the forum title suggested by the Conference Programmers. If you collectively wish to make any change to the title, please contact Sarah Ward (sarah@iatefl.org) by 3 January 2024.
- c) Establish and agree with the other two speakers how you plan to structure the forum i.e. whether to have 3 x 20-minute sessions followed by 15 minutes Q&A, or 3 x 25-minute sessions comprising 20 minutes of input and 5 minutes of Q&A each.
- d) It may be a good idea to share your presentation slides with the other forum speakers before the conference in order to have them already copied on to one laptop or USB before the forum starts.
- e) We suggest sharing information about the detailed content of your three presentations, e.g. the abstracts and summaries, as part of the planning in order to be fully aware what each of you will be speaking about and avoid potential overlap.
- f) You may also like to suggest meeting up with the two other speakers to talk things through before the forum. This may be face-to-face at the conference venue before the forum or before the conference via an online video call.

II. During the forum

- a) Be ready to set up the technology and/or other materials with the two other forum speakers quickly and efficiently before the forum begins.
- b) As the forum facilitator, you are the speaker with overall responsibility for strict time-keeping of the presentations and Q&A sessions during the forum. It's therefore also very important that you strictly keep to the time limits yourself.
- c) You are also responsible for chairing and facilitating the Q&A sessions either for 5 minutes after each presentation or for 15 minutes at the end of the forum. Strict time-keeping for Q&A sessions is also essential.

III. After the conference

- a) All presenters are invited to submit a report to *IATEFL Conference Selections*, which will be made available in 2025. Forum presenters can either submit their own individual reports of

their presentations or decide to submit a joint report. Only reports written according to the [Conference Selection guidelines](#) can be considered for inclusion.