2020 Guidelines for Doctoral Colloquium, Early Career Colloquium and Student Symposium track chairs

- Your session timeslot is noted in our online program schedule; search on the name of the session. [https://www.conftool.com/iconference2020/sessions.php](https://www.conftool.com/iconference2020/sessions.php). Please check the schedule on the day of your presentation for most up-to-date session location.
- Please relay the relevant information below to your colloquium/symposium participants.
- Organizers and presenters should bring their own laptop for any planned presentations. You should also bring a copy of presentations on a memory stick as a backup, in case there is an issue with the laptop.
- The conference will provide a projector and screen OR a LED screen in each session room.
- To connect laptops to the projector, presenters will need the appropriate connectors/dongles and charging cables. All projectors and screens will have HDMI connections (HDMI, mini HDMI, micro HDMI and mini DP). It is the presenter’s responsibility to bring the appropriate connectors/cables. This is especially important for Mac users. The conference will not provide any computer or projector paraphernalia.
- Sweden uses the plug types C and F for electricity. It is the same as in many other European countries, but not the UK. It has two round prongs and outputs 230V. Please make sure you have the necessary adaptor to be able to charge your devices.
- Post-it notes, pens and regular A4 paper will be available in the workshop rooms.
- All special session chairs should show up at least 15 minutes before their session is scheduled to start to check their presentations and coordinate transitions.
- If technical assistance is needed, please notify an on-site volunteer; the volunteer will assist you if they can or will alert technical staff of your need.
- High-speed wifi is available throughout the conference venue.
- Presentation Accessibility: Building accessible presentations ensures inclusion and benefits everyone. Please consider the following recommendations, which may seem obvious, but are sometimes forgotten: Make text and visuals large enough so that even the people at the back of the room can see. Face the audience while speaking and make sure you speak at a pace and make use of pauses to allow listeners who are not native speakers to follow the argument. If reading directly from text, make sure the manuscript is adapted to reading aloud, and provide long quotes on slides so the audience can follow your reading of them. Consider allowing written questions and comments along with spoken ones. Thank you!
- Not all rooms available to you are listed in the public program schedule. Please see relevant programming information below.
- Questions: General questions can be directed to the Conference team at [iConf2020@hb.se](mailto:iConf2020@hb.se)
Coffee will be served in the Lobby Monday and Tuesday at 10.30 – 11.00 am and 3.00 – 3.30 pm.

Lunch will be served in the Exhibition hall/EXPO Monday and Tuesday at 12.30 – 1.30 pm.

Early Career Colloquium, Monday 9 am – 12.30 pm. Main room: Piaf, also available: Dylan (Level 4)

Student Symposium, Monday 1.30 – 5.00 pm. Main room: Piaf, also available: Dylan (Level 4)

Doctoral Colloquium, Tuesday 11.00 am – 5.00 pm. Main room: Franklin, also available: Piaf and Dylan (Level 4)