2020 Presentation Guidelines for Workshops

• Your session timeslot is noted in our online program schedule; search on your last name to find it. [https://www.conftool.com/iconference2020/sessions.php](https://www.conftool.com/iconference2020/sessions.php)

• If you have scheduled any additional presenters for your session, you should relay the following information to them. Please note that all invited speakers must be registered to the conference.

• Organizers 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 organizers and presenters should show up at least 15 minutes before their session is scheduled to start to test their presentations and coordinate any transitions. Morning workshop organizers will have access to the rooms from 8.30 am. Registration opens at 8.00.

• 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.

• Session rooms are configured in a “schoolroom” format for better flexibility. You have the ability to rearrange tables and chairs to accommodate more intimate groups or leave them as they are for more formal presentations. Please return the room to its original configuration at the end of the session. If you have specific needs for the arrangement of the room, contact us before February 28 at [iConf2020@hb.se](mailto:iConf2020@hb.se). We cannot promise that all requests can be accommodated.

• At the beginning of the week starting March 9, we will provide you with an updated list of participants who have registered for your workshop.

• 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!

• Questions can be directed to the Conference team at [iConf2020@hb.se](mailto:iConf2020@hb.se).