Speaker Guidelines - IFLA World Library and Information Congress

Dear speaker,

You have been selected to present your paper at the IFLA World Library and Information Congress. Your presentation was selected, among other factors, to bring this topic to as many people around the world as possible.

There will be a truly international audience.

Speaker Preview Room

The facilities in the Speaker Preview Room will provide the possibility of:
- reviewing your PowerPoint presentation
- last minute alterations of your presentation
- support by technical staff
- uploading your presentation for the dedicated session room

To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that:
- the correct format is used
- the presentation be handed in on time at the Speaker Preview: **at least two hours before the beginning of your session** (it is recommended to deliver your presentation the day before the session if possible).

For the exact location of the Speaker Preview Room, please refer to the Congress Programm that you will receive on-site.

The opening hours are:

Friday	24 August 2018	14.00 – 18.00
Saturday	25 August 2018	07.30 – 18.00
Sunday	26 August 2018	07.30 – 18.00
Monday	27 August 2018	07.30 – 18.00
Tuesday	28 August 2018	07.30 – 18.00
Wednesday	29 August 2018	07.30 – 16.00

Session Rooms:

Each session room is equipped with:
- Video beamer
- Lectern with microphone
- Laser pointer
- Laptop with operating system Windows 10 (English)
- Remote control for presentation

Presentation Guidelines:

Presentation Format

Please use Microsoft PowerPoint 97-2016 (*.ppt), OpenOffice / LibreOffice 1.0 – 4.0, PREZI or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .ppt-format and not .pps.

Preferred aspect ratio for presentations is 4:3 (16:9 would also be possible, but with black bars on top and at the bottom) **in the following rooms:**

- Plenary Theatre,
- Ballroom 1,
- Ballroom 2,
- Conference Hall 1,
- Conference Hall 2 and
- Conference Hall 3.

In Plenary Hall the **preferred aspect ratio is 16:9** (4:3 would also be possible, but with black bars on the sides).

Please use high contrast lettering and fonts with a minimum size of 32pt and high contrast layouts like light text on dark colours.

Movies / Videos

Because of the many different video formats support cannot be provided for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-4 and WMV format should work with no difficulties.

Movies or videos that require additional reading or projection equipment (e.g. VHS cassettes) will not be accepted.

Fonts

Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation. Suggested fonts: Arial, Times New Roman, Tahoma.

If you must use different fonts, these must be embedded into your presentation.

Transfer of your Presentation

Please submit your presentation to the Speaker Preview Room via one of the following medium:

- CD-ROM (CD-R/RW), DVD-ROM (DVD-R/RW)
- USB memory stick
- Save all files associated with your presentation (PowerPoint file, movie/video files etc.) to one folder/location.

When you upload your presentation, you will be asked if you are prepared to allow IFLA to make a copy of the file(s) available in the IFLA Library after the Congress; if you give your permission, your presentation will be forwarded to IFLA HQ after the Congress for uploading into the IFLA Library at http://library.ifla.org. Any permissions (such as Creative Commons licenses) indicated on your presentation will be respected, otherwise you retain all copyright on your work and any requests for re-use in future will be directed to the email address you have indicated to us.

The conference staff will transfer your presentation from the Speaker Preview Room to the corresponding session rooms. You will easily find your presentation at the lectern installed laptop in your session room.

In the event that you have more than one presentation during the conference, save the different presentations in different folders and name them clearly to avoid any on-site misunderstandings and problems.
Always make a backup copy of your presentations and all associated files and save them on a separate portable medium by yourself.

Simultaneous Interpretation

If you are presenting your paper in a session with Simultaneous Interpretation (marked with SI in the congress programme), please take note of the following suggestions.

You might be presenting your paper in a language that is not your native language or in your native language but in any case several delegates in the audience are listening to your presentation through head-phones as it is being interpreted into six other languages.

These are a few suggestions to make your presentation successful and understood by everyone.

Do:

- present a shortened, **summarized version** of the full paper you sent to the IFLA website;
- use a **simple, concise** Power Point show to illustrate and support your presentation: a few words or numbers, no more than seven words per line and seven lines per slide;
- leave time for the interpreters to translate the slides as you are speaking;
- remember at all times you are being interpreted into other languages: speak at a normal **talking speed**, well into the **microphone**
- time yourself, **practice beforehand** so your presentation ends within the allotted time. Allow time for questions or comments.

Do not:

- **Do not read** your paper. Reading speed is too fast for good SI.
- **Do not attempt to include** every number, statistic, and data from the complete paper (it can be read in full on the IFLA website).
- **Do not rush,** the interpreters will not be able to follow you and your audience will not understand you. The goal of disseminating your information across the world will not be accomplished.
- **Do not use** idiomatic or other expressions likely to be unfamiliar to an international audience. If you are using acronyms or sets of initials, please explain what they stand for.

Other Information

- You can control/move slides during your presentation on your own (by remote control PowerPoint - please kindly check this in the Speaker Preview Room in advance).

- Kindly be at the session room **10 minutes before** the session starts to meet the moderator of your session and familiarize yourself with the technical and other equipment.

Using your own laptop for a presentation is not possible

All speakers are requested to adhere to the timings set for their presentations