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).

The Speaker Preview Room is located in room **Dock 4, first floor,** at the Rotterdam Ahoy Convention Centre.

The opening hours are:

Sunday	20 August 2023	14.00 – 18.00
Monday	21 August 2023	09.00 – 18.00
Tuesday	22 August 2023	07.30 – 18.00
Wednesday	23 August 2023	07.30 – 18.00
Thursday	24 August 2023	07.30 – 16.00

Session Rooms:

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

Presentation Guidelines:

Exactly the same computers are available in the Speaker Preview Room as in the session rooms. A test of your presentation file in the Speaker Preview Room ensures that your presentation also runs smoothly in the session room.

Following rooms will be connected to the Speaker Preview Room:
- RTM Stage
- Port 1 B
- Dock 1
- Dock 10
- Rotterdam A
- Rotterdam B

Presentation Format
Movies / Videos

Due to the many different video formats available, it is necessary to test video files, PowerPoint files or other files with embedded videos on site at the Speaker Preview Room. Please make the Speaker Preview Room staff aware that your presentation will contain video.
In general, videos in MP4 format, preferably H264, (1920x1080 pixels in full screen format) and a maximum compression of 10MBps should work fine.
Presentations that only work with a full-screen video should also be made available in PowerPoint. If necessary, we will also be happy to adjust this in the Speaker Preview Room and embed the video in a Powerpoint file.
Videos that require additional reading or projection equipment 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, Calibri.
If you must use different fonts, these must be embedded into your presentation.

Transfer of your Presentation

Please transfer the presentation in the Speaker Preview Room to the upload computers (Media Stations) using a USB stick.

Please bring all files belonging to your presentation (PowerPoint file, video files, special images, special fonts, etc.) to the Speaker Preview Room. If there are problems with your presentation, the staff at the Speaker Preview Room may be able to solve the problem with these additional files.
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 Repository 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://repository.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 can easily find your presentation on the lectern 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

Artificial Simultaneous Interpretation will be available in all the sessions' rooms during the conference. P lease 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 earphones as it is being interpreted into six other languages.

Artificial Intelligence interpretation will be available via Wordly. Interpretation will be available into twenty-five other languages than English. Audience can follow your presentation via a link on the virtual platform or with their mobile phone accessing a QR code and choosing from the language options shown.

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

Do:

- present a shortened, **summarised version** of the full paper;
- 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;
- 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 interpretation.
- **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 artificial intelligence system 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 using a remote control - 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 familiarise 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.