Guidelines for speakers

Thank you for your contribution to the IAML Annual Congress programme. The Guidelines that follow are provided to all speakers, and we ask that you comply as fully as possible in order to ensure that the conference is a rewarding one for all attendees. If you have any questions or experience any difficulties in following the Guidelines, please do not hesitate to contact the Secretary General (secretary@iaml.info), the Programme Committee Chair (programme@iaml.info), or the Chair of your session, and we will be pleased to assist you.

1. Before the conference:
   Be sure that you have contacted the chair of your session well in advance before the conference.
   Provide the latest version of the title and abstracts (if possible in three languages: English, French and German) at the designated time.
   Send to the chair a special technical requirements other than the following standard equipment:
   a. PC running a recent version of MS PowerPoint and connected to a data projector
   b. Internet connections available in all rooms
   c. Audio/Video playback from CD/DVD/audio file
   d. Own laptop connection possible (also Mac)

2. Presentation length:
   The timetable for your specific session is listed in the conference programme on the IAML website (www.iaml.info). On average, a 90-minute session has 3 speakers, resulting in a presentation time of 20-25 minutes with 5-10 minutes for questions and audience discussion.

3. Visual aids:
   Speakers may consider using a visual aid such as PowerPoint, Keynote or Prezi. Such tools may reinforce the presentation and engage the audience, and are especially helpful for audience members whose first language may not be the one in which you are speaking.

4. Actual presenting:
   It is advisable to practise your presentation for two very practical reasons: 1) to ensure that your presentation fits within the allotted time; and 2) to ensure your familiarity with the flow of your talk thereby increasing your comfort level. Remember to speak slowly and to pause. That will make it easier for non-native speakers to understand.

(13 May 2015)