

Guidelines for speakers

Before the congress

Thank you for your contribution to the IAML annual congress programme. These guidelines are sent to all speakers. Please do your best to follow them to help make the congress a rewarding one for all participants. If you have any questions or difficulties in following the guidelines, please contact the [Secretary General](#), the [Programme Officer](#), or the Chair of your session, who will be happy to help.

Well before the congress the Chair of your session will ask you to confirm your final title and abstract (which should preferably be in English, and optionally also in French and German). You will also be asked for a brief biographical summary that includes your name, affiliation, and any information that is relevant to your presentation.

You should also ensure that your Chair is made aware of any technical requirements that you will need in addition to the standard provision of: a PC or Mac running a recent version of MS PowerPoint connected to a data projector (beamer), a flying lead to connect a laptop to the data projector, an internet connection, audio and video playback from CD, DVD or computer file.

Your presentation's position in the congress timetable is shown in the programme on the [congress website](#). A 90-minute session usually comprises three presentations, each of 20-25 minutes with 5-10 minutes allowed for questions and audience discussion after each one.

If you are not experienced in public speaking it can help to practise delivering your presentation beforehand to ensure that it fits within the allotted time, and to make sure you are comfortable with it.

You may wish to use a visual aid such as PowerPoint, Keynote or Prezi to reinforce your presentation and engage your audience; these can be especially helpful for audience members whose first language is not the one in which you will be presenting.

At the congress

Make your way to the allotted meeting room for your session at least 20 minutes before it is due to start to meet your Chair and the technicians. This will give you time to familiarize yourself with any equipment to be used and to discuss your requirements with the technicians and the Chair. Twenty minutes might seem too long but there will be other speakers also setting up for their presentations.

Remember to speak slowly and to pause regularly to help non-native speakers to understand you.

If tabletop or handheld microphones are being used, speak over the top of the microphone rather than directly into it at close range. The technicians will make appropriate adjustments and the audience will be grateful for improved clarity.

If any of your slides contain content that cannot easily be read by your audience be sure to summarize for them.