



IGeLU 2019 Speaker Orientation

Agenda

- *Presenter Tips*
- *Venues:*
 - *Developers Day*
 - *Ex Libris Knowledge Day*
 - *Annual Meeting*
- *CrowdCompass – conference app*
- *ProposalSpace – online abstract management system*
- *Moderators*



Presenter Tips

- Structure your presentation with an introduction/outline of what your audience can expect, followed by the body/center of your story (presenting is storytelling!) and end with a conclusion that summarizes the main topics.
- Make sure the audience walks away understanding the following:
 - What the presentation is about
 - The main objective of your presentation
 - What has been done
 - The value your approach provides
 - Next steps, if any
- Describe the problem clearly enough for the audience to appreciate the value of your contribution.
- Aim your presentation at an audience that is not familiar with your research area, so communicate the importance of your work, rather than simply laying out the results.
- Preview your presentation, show it to a colleague or friend you trust to get honest feedback

More presenter Tips available at: <https://igelu.org/conferences/2019-singapore/presentation-guidelines>



Presenter Tips: Speaking to Diverse Audiences

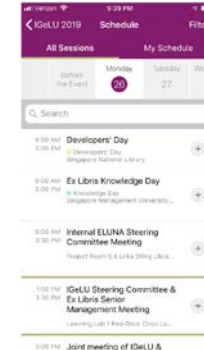
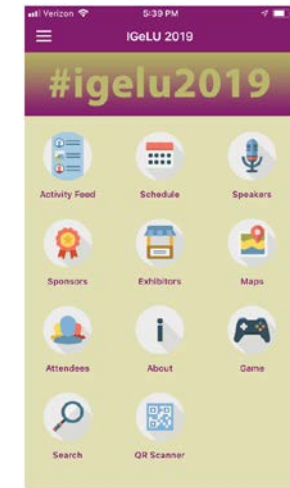
- Talk at a pace so that everybody in the audience can understand, regardless of whether English is your first or second language. Remember, there are members in the audience who may have English as their first or second language.
- Enunciate clearly: Speak slowly, clearly and loudly.
- Be careful with metaphors, idioms, and jargon: Some metaphors appropriate in one culture may be offensive in another one.
- Know the meaning of words outside of your native language
- Be mindful of body language, eye contact and personal space

More presenter Tips available at: <https://igelu.org/conferences/2019-singapore/presentation-guidelines>



CrowdCompass

- *CrowdCompass is the mobile event app used by IGeLU. To locate the event app, do a search for 'IGeLU events' on your phone's app store and select to download.*
- *This app allows you to view schedules, interact with your peers, take notes, view maps, among other things.*
- *Please be sure to download and set up your app before you arrive to Singapore.*
- *And please do take a moment to upload a photo of yourself on your profile.*



ProposalSpace

ProposalSpace is the online presentation abstract management tool used for proposal submission and management.

Be sure to keep your profile and password available as you will be asked to upload your presentation deck into ProposalSpace. Presentations will be kept private until the conference starts.

To upload your presentation:

1. Go to ProposalSpace and login
2. At your dashboard, scroll to the section titled 'Your Proposals'
3. Locate your session and click on 'session materials' on the left
4. Follow the prompts to load your material

In addition to storing your presentation in ProposalSpace prior to the conference, it is also recommended to keep another copy of your presentation on a flashdrive. Each breakout room will be equipped with a notebook for use.

To add an item to your list of available materials:

1. Give the item a display name and brief description. (Both are optional)
2. Select the type of item (File or URL).
 - o Select File for items stored on your computer or local network.
 - o Select URL for items available on public web sites.
3. If you select File, click the Choose File button and locate the item on your computer or local network. If you select URL, enter the web address of the item.
4. Click the Save button.

Display Name

Description

Type
* File ☐ URL ☐

CHOOSE FILE



Event Dates and Venues

Monday, 26th August 2019:

- Ex Libris Knowledge Day at Singapore Management University (SMU), La Ka Shing Library and Kwa Geok Choo Law Library (<https://www.smu.edu.sg/>)
- Developer's Day at National Library Board (NLB) (<https://www.nlb.gov.sg/>)

Tuesday-Thursday, 27th - 29th August 2019:

- Annual IGeLU Meeting held at the Max Atria (<https://maxatria.com.sg/>)



Ex Libris Knowledge Day - Singapore Management University (SMU)

La Ka Shing Library and Kwa Geok Choo Law Library



La Ka Shing Library



Kwa Geok Choo Library

Developer's Day - National Library Building



Taking the MRT to downtown Singapore



- * Be sure to allow for ample time to get downtime. It will take 30 minutes from the conference hotel to downtown, and a 15 minute walk.



Meeting Rooms Logistics

All rooms will have air conditioning turned on

Rooms will be arranged in theater style seating

Each room will be supplied with a notebook for presenters to use

Supplied presenter notebooks will have the WiFi credentials pre-set

If you plan to use your own notebook, WiFi access details will be provided closer to the conference date (no wired connections available)

Each room will have a projector and screen (projector format is 16:9)

Microphones will be available

*Be sure to upload your presentation into Proposal Space prior to your presentation.
Presentations will remain private until the conference starts.

To upload your presentation:

1. Go to proposal space and login
2. At your dashboard, scroll down to the section titled: 'Your proposals'
3. Locate your session and click on 'session materials' on the left
4. Follow the prompts to load your material



IGeLU Conference: Max Atria



Max Atria Meeting Rooms Logistics

Air conditioning during event hours

Theater style seating

Supplied notebook, with WiFi credentials pre-set, for presenters to use in each room

*If you plan to use your own notebook, WiFi access details will be provided closer to the conference date (no wired connections available)

2 microphones, with built in sound system

Ceiling Mounted Projector (all projector formats are: 16:9)

Ceiling Mounted Screen

*Garnet 216 will include 8ft Portable Screen and Portable Projector

Stage (16ft x 8 ft x 2ft (H)), with 2 steps and 1 6ft x 2ft table, with cloth and skirting

*Be sure to upload your presentation into Proposal Space prior to your presentation.

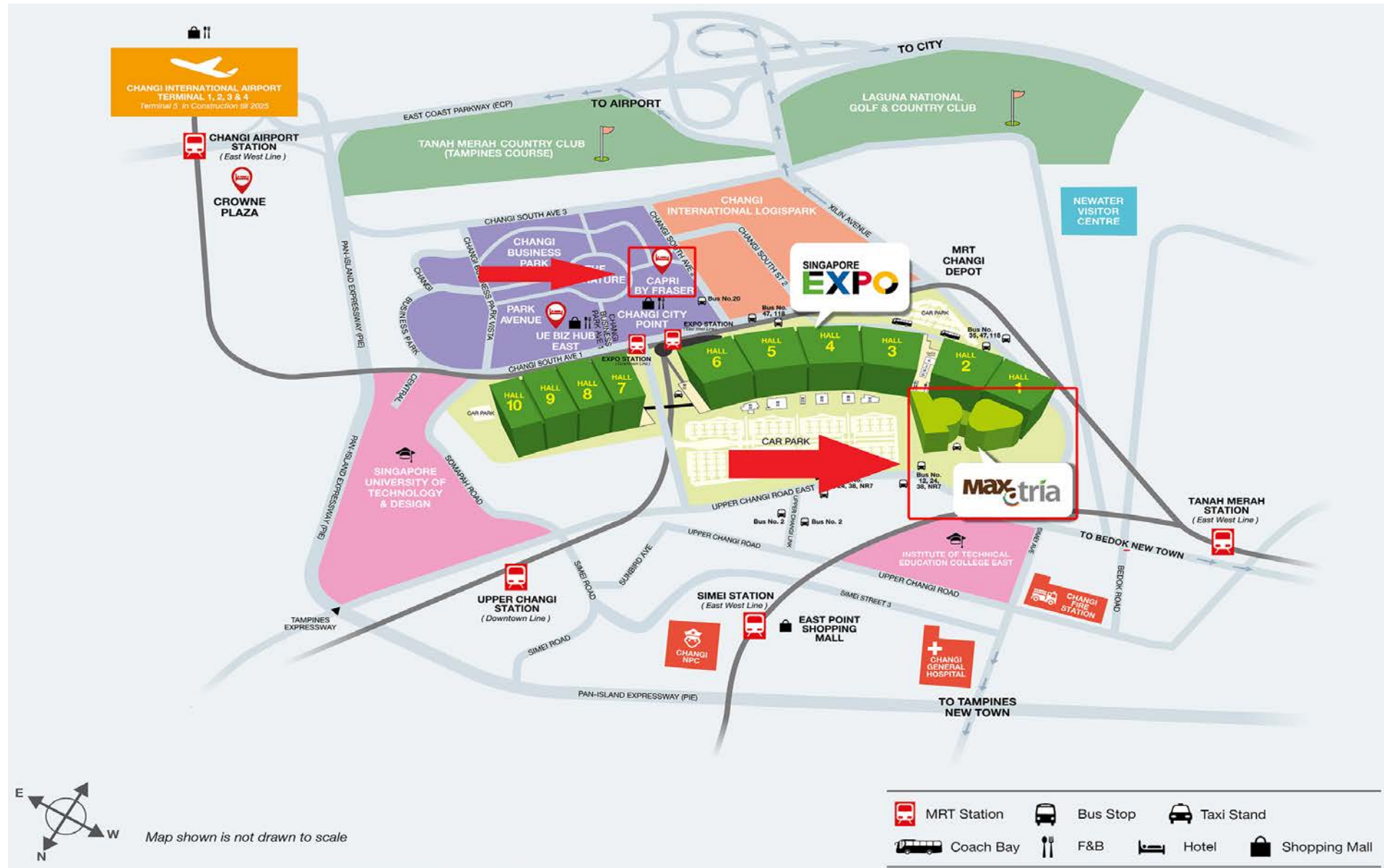
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To upload your presentation:

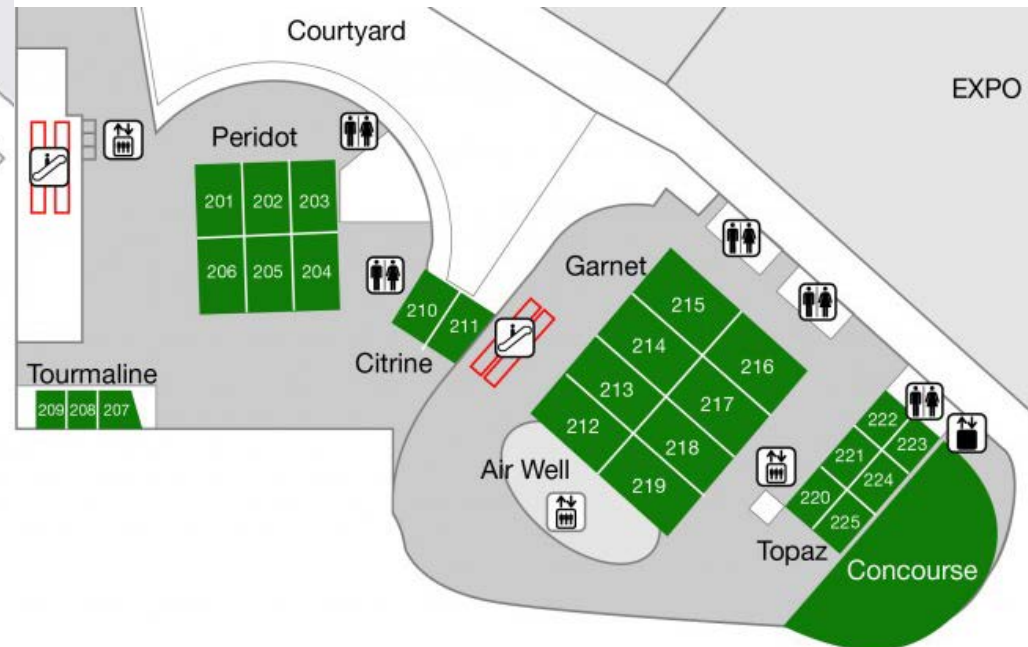
1. Go to proposal space and login
2. At your dashboard click on make sure that you are at 'Your proposals'
3. Locate your session and click on 'session materials' on the left
4. Follow the prompts to load your material



Getting to Max Atria



Max Atria Floor Plans - Levels 1 & 2





Guidelines for moderators at IGeLU 2019

Before the session	During the session	After the session
Make an appointment with the presenter to meet at least 5-10 minutes before the session starts	Be aware of technical problems and get immediate help from the technical support staff if needed	Remind the audience the presentation files are available at: https://igelu.org/conferences/2019-singapore/official-programme
Be in the session hall at least 10 minutes before the session starts	Make sure the presenter can be heard. Be an advocate for the audience if needed	
Assist the presenter to Store the presentation files in the IGeLU 2019 folder on the conference laptop	Help the presenter with typing or use of the mouse, if requested	Remind the audience that feedback on the session is welcome via the IGeLU App
Each hall has a microphone headset. Assist the presenter to use it	Watch the time and give a signal to the presenter if necessary	Don't forget to hand over the gift to the presenter
Ask the presenter how to introduce him/her and the presentation	Manage the Q&A session, if the presenter would like you to. Take care that the audience uses the handheld microphone and repeat the question if needed. Ask the NLR staff to run with the handheld microphone.	
Ask the presenter how the Q&A section should be handled or if questions are taken during the presentation. Use the handheld microphone!		
Offer to assist the presenter by typing or use of the mouse	Intervene with presenters or audience if needed to make the Q&A effective and attractive	
As the hall fills up, direct people to available seats and encourage people with hearing issues to sit near the front	Thank the presenter for the presentation and lead applause if necessary	Thank you
Prompt the presenter to start on time		



Singapore IGELU 2019

*If you have any
questions, please
email us at:
conference@igelu.org*