

Language Technology Industry Summit 2019

Speakers' Guidelines

Thank you for speaking at the Language Technology Industry Summit and for carefully reading the following!

Duration:

You will have a 20 minutes speaking slot. Due to a very tight programme, we will be monitoring speaking times very closely and will cut off speakers who do not respect their speaking time allocation. Please prepare your presentations accordingly. If you care for interactivity, foresee 3-5 minutes for discussion at the end of your presentation (recommended).

Presentations:

We accept presentations in POWERPOINT or PDF format (4:3 or 16:9). All presentations must be sent to us by e-mail in advance of the event, i.e. for LTI Summit 2019, at the latest by **Friday 21 June 2019, 6 p.m.** If your presentation comprises audio or video, please let us know in advance. →**ATTENTION:** We do not accept presentations on USB sticks at the venue! Furthermore, it is excluded to connect a third-party computer to the conference system.

Speakers' profiles:

Conference attendants are keen to check out the profiles of speakers. Therefore, we will ask you to provide a short presentation abstract (max. 10-12 sentences), biography (max. 10-12 sentences) and links to your Twitter / LinkedIn accounts if available. Furthermore, please upload your picture when registering and send us a good quality picture (min. 300 dpi) for our printed conference brochure.

Publication:

Presentations will be published after the conference on the conference website. If your presentation comprises elements you do not wish to see published, please send us both versions in advance. Conference speakers and attendance will be photographed. In submitting a speaker's proposal or in registering, you agree that your data & photo may be published on the conference website and promotional channels.

Registration & attendance fee:

Upon acceptance of your speaking proposal, you will be required to register on our conference website. If you are not a paying LT-Innovate member, conference sponsor or invited keynote speaker, we will require the payment of a speaker registration fee of 150€. In exchange, you will receive your conference ticket providing access to all conference sessions and networking events and a 20% discount code which you may distribute to your contacts.

Conference promotion:

We encourage you to publicise your participation in the Summit, for example by:

- Distributing the 20% discount code we will supply to you.
- Participating in the social media "buzz"
 - Let your friends and colleagues know you will be speaking at LTI19 via e-mail, LinkedIn, Twitter, Facebook, etc.
 - Announce the Summit on your website or blog, in your newsletter, etc.
 - Retweet and like the Summit's social network activity (@LTInnovate #LTI19).