

# Content Architecture

Exploiting and Managing Diverse Resources

London, 22–23 June 2009



conference2009@iskouk.org

## Guidelines for Speakers

### Timelines and Deadlines

#### 1 June 2009

- Presentation slides must be submitted
- Audio visual requirements must be requested and confirmed (see section on presentation equipment and software)

#### 30 June 2009

- Your presentation slides will be available on the conference website. Please promote on your own website(s).

### Presentation Equipment & Software

The following equipment will be available in the lecture theatres:

- Sound system
- Lectern with microphone (lapel microphones are also available for those who prefer them)
- Data projector
- Overhead projector
- Screen
- PC with sound card running:
  - MS Office 2003
- DVD player

If you require any other equipment or software, please confirm with Vanda Broughton, [v.broughton@ucl.ac.uk](mailto:v.broughton@ucl.ac.uk) as soon as possible, and certainly no later than 1 June 2009.

### Technicians

There will be a technician on hand to assist with the set up and running of each session.

### Laptops

It will not be possible for presenters to use their own laptops for presentations.

**Presentation slides**

Although slides will be submitted in advance, out of courtesy and to assist in any difficulty, please bring a copy of your slides on a USB stick.

**Arriving on the day**

Please aim to arrive at least 30 minutes before the start of the session in which you are presenting.

**Venue**

Maps and directions are available here [link to:  
<http://www.iskouk.org/conf2009/venue.htm>]

**Registration Desk**

On arrival, please report to the registration desk, situated in the foyer, where one of the conference team will note your arrival and assist with setup for your session.