



## Guidelines for speakers/facilitators at the LabourStart conference, May 23.-25., 2014

**Dear comrades,**

You have agreed to be a speaker or facilitator at one of the conference workshops – thank you very much for taking your time and sharing your insights and expertise!

The following are just a short list of reminders in order to make the workshops a good experience for yourself, your co-speakers, and of course, the participants.

- Each workshop should not exceed its 90 minutes. Please make sure you are in the designated workshop room on time and finish the workshop on time to allow for enough break time and not delay the conference schedule.

**For facilitators:**

- Please verify with the organization committee whether the announcement of your workshop is correct in the [programme](#) and on the [conference website](#), or if any changes should be made.
- Please be in touch with the speakers in your workshop before the conference to make sure they are aware of their presentation topic, expected length of presentation, workshop time and room, and other organizational details – and as well of the specific questions and issues that will be discussed at the workshop.
- Please clarify language issues with the speakers and relate back to the organizing committee about any translation needs. We are trying to ensure at least consecutive if not simultaneous translation English/German in all workshops, however we cannot guarantee this. For other language needs, we need to make sure that interpreters are found and assigned to the workshop.
- Please make sure at the beginning of the workshop that translation needs in the audience are met as far as possible. (English-German necessary? Language groups for smaller languages seated together for whispered translation. Headsets operational).
- **Please do plan the workshop time realistically.** Each workshop slot is at the most 90 minutes long. Please remind the time for getting started and don't overrun the time – for the sake of our (voluntary and professional) interpreters, participants, and the conference schedule. In particular, keep in mind that **translation does need time** – if consecutive, double, if simultaneous, speakers need to slow down.
- This is a conference where we aim to have discussion – so it is **very** important that you make sure workshop presentation do not take up more than half, better only 1/3, of the workshop time and **enough time is left for participants' questions and comments.**

- This is not a scientific conference, so we do not expect people to read out scientific papers – rather we encourage **free presentations**. Still transcripts of presentations, background information papers, website links etc. are highly appreciated either before the conference (when we will put them up on the website for download) or after.
- We will try to have a rapporteur at each workshop who will take notes and write a short summary after the workshop. Obviously all presentations or papers shared with him/her are more than welcome.

#### **For speakers:**

- Please be in touch with the facilitator before the conference in order to coordinate your presentation topic, expected length of presentation, workshop time and room, and other organizational details – and the specific questions and issues that will be discussed at the workshop.
- Please notify the facilitator of **translation needs**. We are trying to ensure at least consecutive if not simultaneous translation English/German in all workshops, however we cannot guarantee this. For other language needs, we need to make sure that interpreters are found and assigned to the workshop.
- Please verify with the facilitator whether the announcement of your workshop and of yourself is correct in the [programme](#) or on the [conference website](#), or if any changes should be made.
- Please keep your presentation short. Each workshop slot is at the most 90 minutes long. Please remind the time for getting started and don't overrun your time, as we want to ensure time for discussion with participants. We expect that in each workshop, **more than half of the time is dedicated to discussion**. If there is more than one speaker, presentations should be just short inputs to encourage discussion. Facilitators are encouraged to be tough on time frames!
- This is not a scientific conference, so we do not expect you to present a scientific paper – rather we encourage **free presentations**. Still transcripts of presentations, background information papers, website links etc. are highly appreciated either before the conference (when we will put them up on the website for download) or after.
- We will try to have a rapporteur at each workshop who will take notes and write a short summary after the workshop. Obviously all presentations or papers shared with him/her are more than welcome.

We are more than happy to receive your feedback either directly at the conference or via Email afterwards. With any questions and or problems, please contact the member of the organizing committee who has been in touch with you, or Gisela at [gisela@labourstart.org](mailto:gisela@labourstart.org).