WIAD16 Zurich - Sample Speaker Correspondence

**SENT OUT IN EARLY JANUARY**

Dear speakers

We hope you had a good start into the new year! We've published our line-up of the celebration and are very much looking forward to having you all with us in February. This is how we would like to proceed:

**Talks**

* Please send us your **slides until January 31** and use the World IA Day title slide (attached). If you prefer to talk without slides, please let us know.
* The auditorium holds 150 people (last year's was 100). Please take this into account and select an adequate **font size** for your slides.
* We will ask you to **present from our computer** so we won't lose time between the talks.
* We are allocating **5 minutes** for your talk and will cut you off after the time has run out. in this brief time, it will probably work best to either develop 1 idea or to discuss a limited amount of questions or hypotheses. We also recommend you rehearse your talk to optimize your timing.
* There will be **Q&A time** after the 4 talks.

**Organization**

* Please send us a short **CV** (max 350 characters) and a high resolution **photo** asap.
* You **don't need to register for the conference**, we will do that for you (if you haven't done so already).
* However, if you would like to attend **Abby Covert's workshop** on Friday and the Fondue dinner after it, you do need to register (and pay) for it. The early bird rate is valid until **January 18**. It would be wonderful if you joined us!
* Also until January 18, we have a special offer for **hotel rooms** close to the venue. See our website for details.

If you have any other questions or issues, please let us know.

Best regards

Andrea

**GENTLE REMINDER: SENT OUT IN LATE JAN**

Dear speakers

Please remember to submit your slides, CV and portrait photo by Sunday if you haven't done so yet (see the examples of photos and CVs the other speakers on our website [http://2016.wiadswitzerland.org](http://2016.wiadswitzerland.org/) > speakers).

I am including the other information I sent out earlier below. If you have any questions, do not hesitate to contact me.

As speakers, you can still book Abby Covert's workshop at the reduced rate of 175.- if you haven't already signed up. Use this link to join: <https://ti.to/wiadswitzerland/world-ia-day-zurich/discount/Friend0fWIAD16>

Looking forward to hearing from you and best regards

Andrea

Infrastructure

* The beamer has HD resolution (1920x1080, i.e. 16:9 format like on the slide we sent you).
* The setting is as pictured on the photo attached. There is a lectern with a fixed microphone, and headsets are also available. You may be restricted a bit in your freedom of walking around due to the filming for the live stream.