



WELCOME

Thank you so much for joining us as a speaker in the sixth year of **DevConf**! We could not do this without you, and we want to try and help you as much as possible. So, we have put this document together to try and help you have a great experience.

TL; DR

Here is a handy checklist of what to remember. If you want more detail, or want to check edge cases, skip this, and keep reading!

- 😊 Your health and safety are our number one priority. We will not take chances with it. If we can do anything to help you, please let us know.
- 😊 Content changes must be done before 15th Feb 2022. You can login to sessionize and make the changes yourself. We have also increased the description limit if you want to add more to the description.
- 😊 Your presentation is **40min total**, and that includes Q&A time.
- 😊 During your talk, you can promote yourself or where you work with pleasure, but please do not let your session be marketing only.
- 😊 Plan for 1080p. You will have a journeyman mic.
- 😊 Do not use any copyrighted material in your presentation. Including music, trailers, sound effects etc... If you do, please make sure you are also allowed to put it on YouTube.
- 😊 Know we adore you and are grateful you can be with us.
- 😊 There is internet access for speakers, but we recommend ensuring you have a backup.
- 😊 Please wear your speaker shirt on stage. You'll get it from us before the event day.
- 😊 You'll be invited to a fancy speakers' dinner the night **of** the event in both Jo'burg and Cape Town, and we will allocate some time for freshening up if you'd like. For those who are traveling with us, we will also be having a smaller dinner the night before.
- 😊 Technical checks happen the day before the event.
- 😊 Got something that makes your presentation stand out? Let us know so we can direct the press to you. We will also be doing a few interviews with speakers prior to the event for promotional purposes so our PR team may be in touch.
- 😊 Nerves, we get them too! But we also know your presentation will be amazing.
- 😊 Use the code **"BEST PEOPLE ONLY"** to book your speaker tickets on our website (all caps, no quotation marks)
- 😊 We will be in touch to organise your travel and accommodation.
- 😊 Grab our communication details on the last page.

COVID

We understand that together we are accepting a certain amount of risk by running an in-person event at a time when COVID-19 transmission remains a threat. We want to assure you that the safety of everyone involved is our highest priority, and we are committed to ensuring every measure is in place to limit the risk as far as possible.

In addition to the hygiene protocols that will be well observed at the physical events, we took the position from the onset of planning that vaccination would be a condition of entry. While this was not a comfortable



decision at the time, we see this practice being enforced the world over. There is no disputing the difference vaccination makes to the severity of COVID-19 symptoms, and our first-hand experiences have confirmed this to be the case. We do recognise that vaccination may not be the right or possible choice for every attendee, and we hold the value of inclusion in extremely high regard. The Virtual DevConf event was designed to ensure that we could reach every South African who had the means to attend, without discrimination.

We are cognisant of the recent mutation and the waves of high infection rates, many of which have limited the extent to which events could take place, but we are confident that the time of year and the capacity of our venues place us in a favourable position to host a successful event in 2022. As a contingency, we have the commitment from our venues and suppliers that emergency postponements will be accommodated at short notice should it become necessary, and this would be our first recourse. In the extreme event of another Level 5 Lockdown or any other conditions that would make postponement unrealistic, we have complete confidence in our streaming partners to be able to merge events into one Virtual DevConf again, but this would really be our last recourse.

We thank you, again, for being the stars of the show, placing your trust in us and helping us in ensuring a responsibly and safely run event!

If you have any questions, suggestions, or requests to help improve your safety at the event, please do not hesitate to reach out to us.

CONTENT

DevConf serves to inspire professional software developers with a range of topics focused on needs specific to South Africa; from keeping up to date with the latest technologies and trends to tackling the challenges of working in large enterprise systems and working in culturally diverse teams – it is a buffet of experiences, ideas, and pragmatic advice as well as an opportunity to connect with peers across the industry.

Content Shifting

Very important to your credibility and the conferences' success is that you deliver the promised content. If your presentation's content changes from the description in your call for speaker submission, before the conference, if it is similar to the original submission, we trust you to make the changes yourself on Sessionize. This includes renaming your session, we are happy to do that as well. If there are major changes which might shift the audience, please let us know so we can schedule your talk for the best possible slot. The final date for this is the 15th of February 2022 because we need to go to print with the agenda at that point!

If your content changes after that date, please let us know so we can plan, and you should prepare the start of the session to be an explanation of the difference between the agenda and what will be presented.



Interaction

All sessions are expected to be presentation-style sessions, but please do involve the audience if and how you want to for your slot. Do not expect to be able to speak to everyone in the room (the audiences will be too big) or move chairs or furniture (we can't allow that as it will affect the next speaker).

Please take time to think through your interactions just as you think about your demos and slides. Asking people to put hands up for a negative never goes down well, for example, "Hands up if you have been hacked!". Ask for the positive and ask for applause "Clap if you haven't been hacked this week!", it can feel less intimidating. Applause also translates better to video for recorded sessions.

Online Audience

For the Johannesburg event, we will have a live audience connecting to the event via the online streaming. Please be mindful of this if you are intending interacting with your audience so as to acknowledge their presence. We will have a Slack Channel for each room which the audience will be able to ask questions to you, if you do a Q&A. Please can you connect to the slack during the even on your device or phone to check the questions.

When you are answering the questions from slack, please do mention the name of the person who asks and try to repeat the question for the video recording.

Time

The 40 minutes allocated for your session will be strictly controlled. While we do ask that you keep an eye on your own time. Any Q&A time for your session must be part of your presentation.

We also encourage you to ask your audience to meet up with you at the end of the day during the cocktail event as this is a great time to go into more detail about the sessions.

Advertising

We encourage all speakers to share where they work, what they do and products they build as it relates to their presentation. However, any session that is seen to be nothing more than a marketing session will cause that speaker and/or company to no longer be invited to be part of future events.

Rooms

We have five rooms for the Johannesburg and for the Cape Town conference. The Johannesburg event will be live streamed to the virtual audience. We will email specifics about the rooms in February and if you have any issues with the room, you are in (like you need more space in the room to do a demo), please let us know as soon as possible so we can adjust the agenda to fit.

Timeslots

The timeslot you have been allocated will be up on the website, and listed per event (Johannesburg, Cape Town and Virtual): <http://www.devconf.co.za>

If you have a timeslot issue, please email us and we will do our best to adjust your slot. We do need any timeslot changes sent to us BEFORE 15th February.



Slide Deck

There is no official slide deck for the conference. This is your time to shine, not our time to do advertising (everyone in the audience will know they are at DevConf already anyway).

VENUE

For Cape Town we are going to a brand new venue (our old venue was demolished, which is a bit of an overreaction to us not being there), the amazing [Lagoon Beach Hotel and Spa](#) and Johannesburg returns to the home of our first ever DevConf, [Riversands](#).

Facilities

Each room will be equipped with the following items, all of which are at your disposal:

1. A projector. We do not know the specific resolution of the projectors at this point, though expect 1080p. The projector will have a VGA & HDMI connector. If you need a converter for your device, please bring it with you.
2. Each room has a journeyman microphone per presenter and a sound system so you can be heard at the back.
3. Each room will have a dedicated AV person.
4. Rooms vary in size, and you should expect cinema-style seating (i.e., rows of seats) which cannot be moved. Most rooms have a stage or platform to lift you higher. Space in the front of the room may be limited. The room size will make whiteboards impossible to see from the back so if you want to use a whiteboard, please include it in your slides.
5. There will be a podium or table on which you can place your laptop. Please consider your height in relation to this kind of furniture so that it doesn't become a physical barrier between you and the audience!

Recording

DevConf presentations will be live streamed to those who cannot be with us in person and recorded at the Johannesburg event and uploaded to YouTube when the post-event editing has been completed.

If you are presenting in Johannesburg and you respond to a question from the audience, please repeat it back before you answer it. Because of your microphone, your voice is likely to be the only one that will be audible on the live stream and recorded footage.

Another suggestion is to avoid looking back at the screen behind you, especially when your session is recorded. Maintaining face contact with your physical and virtual audiences makes a big difference!

Copyright Material

Please avoid including any copyright material which you do not own the rights for, this includes:

1. Music
2. Adverts
3. Scenes from movies or TV

If you include any of the above, and it's copyrighted it can block your video from being shared on YouTube.



Rooms

We will have a dedicated speaker room for you where you can prep and get focussed, but we would encourage you to spend time with the audience and attend as many sessions as possible.

You are the stars of the show, and the attendees want to meet you! We do not have food in the speaker room, however, if you do wish to avoid the food areas ahead of your presentation, please let us know and we will arrange food to be brought to you.

Internet Access

The venue has Wi-Fi internet access, but it will be shared between audience & speakers. As always with technical conferences, assume it will be slow. The venues have good cellular coverage and if you need internet for your session, please plan for a backup MiFi or internet sharing from your device. We would also recommend that you have a no-internet backup plan too, just in case.

Technical Check

We will be at the venue the day before to assist with technical checks. We STRONGLY encourage you to come through and make sure you know where everything is and that your laptop will work on the devices. The technical check will help prevent any issues. This should be very quick, taking only about 30 minutes in the afternoon (between 16h00 and 18h00).

This is also a great opportunity to meet the other presenters and do last-minute adjustments.

Ratings

We will distribute a survey for attendees to complete during the event for ratings on the presentations they've attended, and we will share the information and feedback about your presentation with you after the event.

Dress Code

Speakers will be provided with a speaker shirt. Please complete this quick [online form](#) with your shirt size. Please wear it during your presentation. Beyond that, there is no official dress code for the event. You can get your speaker shirt the day before at the technical check, or in the morning of the event.

On the day of the event, we need all speakers to be onsite no later than 7:30 am. This is so we can get your access sorted out quickly & easily. At 8:00 am we will be taking photos of speakers, photos with sponsors and a lovely great big group photo in the auditorium. Please take this opportunity to get YOUR photos too! Nothing like a professional photo on LinkedIn to really help recruiters know to reach out for that exciting blockchain job 😊.

PRESS

We will have press at the event on the day and they will be identified by a different lanyard. Press will be interviewing sponsors, organisers, and speakers. If you have any concerns about this, please let us know so we can help.



If you are going to make any announcements or comment on things that have a large interest in your session, please let us know what they are (we will keep it NDA) so we can guide the press to those sessions.

As a great example from 2017 is Matt Cavanagh who disclosed a major breach and received a lot of publicity from it: <https://mybroadband.co.za/news/security/202740-ster-kinekor-website-flaw-exposed-1-6-million-unique-email-addresses.html>

EXTRA EVENTS

Speakers Dinner

On the evening of the event (yes, this is a change from previous years), we will have a speakers' dinner. This dinner will be a great evening to meet and chat with other speakers after the conference and a delicious way to unwind. We'll share details for the restaurant and request your RSVP (and dietary requirements) closer to the time. Transport will be arranged for speakers from out of town who are staying at the conference hotel. We'll also make sure you have some time to freshen up or speak to your loved ones before we head out to dinner.

OfferZen Article

Our friends at OfferZen have reached out to put their resources (editors, graphic designers etc...) at your disposal to help convert your presentation into an article which they will publish after DevConf. This is entirely opt-in and we will share more information with you later about how you can take OfferZen up on this offer.

TICKETS

Your ticket

Your ticket is covered for the event. You MUST still book a ticket though and use the discount code **"BEST PEOPLE ONLY"**, which will unlock the special speaker ticket option for you. You will need to do this for both [Jo'burg](#) and [Cape Town](#) events. You do not need to do this for the virtual event.

If you have already purchased a ticket, we would encourage you to gift it to someone less fortunate who would benefit from attending DevConf. You can easily transfer the ticket by logging into Quicket and changing the details. If you would rather be refunded, we will gladly arrange that for you as well.

DO NOT give anyone your speaker ticket as it will be automatically assigned a different lanyard on the day. Security staff grant access to certain rooms based on the attendee's status (organiser, speaker, marketing, general, etc.), and the lanyard is used to make this distinction.



TRAVEL AND ACCOMMODATION

For speakers, we help with accommodation and flights.

- ☺ All local flights are fully covered.
- ☺ We cover 2 nights' accommodation for cities you do not live in. For example, Cliff de Wit is Joburg-based so we will cover his accommodation the night before and night of for Cape Town. If you're from neither Johannesburg nor Cape Town, like our good friend Chris Tite, then we will do this for both cities.
- ☺ Any changes you request after flights are booked incurring a cost will be for your own expense.
- ☺ If you would like to book your own flights, we can reimburse you but please confirm ticket prices with us first. We'll also request that you provide us with an invoice for record-keeping purposes.

Our logistics partners will be in touch to arrange flights and accommodation.

Airport

For those travelling to Johannesburg, we do recommend Lanseria as it is the airport closest to the venue and will enable you to get to and from Riversands quickly. And for those travelling to Cape Town, well there is just Cape Town International so not much choice 😊

Shuttles and Public Transport

We will be arranging shuttles from the airport for groups of speakers where it makes sense. We will arrange shuttles at common times to take speakers to and from events e.g., between the hotel and conference venue. You'll be notified well in advance whether there will be a shuttle for you.

If you need to travel outside those times, please use a ride sharing or public transport that you feel safe and comfortable with, and we will gladly reimburse you. Our only conditions are

- ☺ Max trip cost of R200 unless it is to/from the airport in which case it will be covered in full
- ☺ No trips after 11 pm or before 5 am, except for airport transfers

CODE OF CONDUCT

This event is for everyone as such we have a strict code of conduct available at:

<http://www.devconf.co.za/conduct.html>

We ask you to work with us in ensuring it is upheld during the event and ask that you raise any issues with the team who can then deal with them accordingly. As a speaker, please ensure all your content is safe for work and aligns with the code of conduct.

The audience may feel the need to approach you if they see, hear or experience anything that is not in line with the code of conduct. In this case:

1. Ensure the person is safe more than anything else.
2. Reach out to us on the contact options below and we will assist at once.
3. We do not expect you to solve the issue or make any judgements, just be a big brother or big sister to attendees and look after them.



COMMUNICATION

We'll communicate with you primarily via e-mail. Please keep tabs on your inbox. We use a mailing list provider to communicate important information to you leading up to DevConf, which certain e-mail platforms automatically filter. In addition, if you have unsubscribed from the DevConf or Developer UG mailing list, our messages will not reach you (so please don't do that!). These emails will come from Candice and/or Robert, usually via info@devconf.co.za. For on-the-day kind of information, we use Slack. You'll get invited to the channel as we near the event dates.

You may also receive information from our partners at Fizz Marketing who are responsible for ensuring the logistical elements around DevConf are handled smoothly. This includes travel and accommodation between the Cape Town and Joburg events, for example. Our PR team may also wish to feature you or your presentation on social media or in the press. In that instance, we would typically facilitate an introduction over e-mail. If you receive any suspicious DevConf-related messages, please do contact us as soon as possible to verify legitimacy.

CONTACTS

If you have any queries, please use these contacts on or before the event for aid.

DevConf

If it is not time-sensitive info@devconf.co.za – this goes to all the DevConf team members.

We have a DevConf slack, at <https://devconfza.slack.com> which you will be invited to.

On the day, please feel free to phone or WhatsApp us on our mobile phones for aid:

- 😊 Candice Herodotou: 082 882 7457 / +27828827457
- 😊 Robert MacLean: 073 142 5422 / +27731425422

Fizz Marketing

Fizz handles all the organisation for the event, and they will be your point of contact for travel, accommodation, and any logistical assistance on the day.

- 😊 Michelle Beckmann: 082 457 8018 / +27824578018
- 😊 Tanya Smit: 084 503 6763 / +27845036763 (primarily responsible for travel)