

# Criteria for Speakers and Workshop Facilitators at IntoTech Conference 2017

## Topics

The choice of topic for both Talks and Workshops are free as long as it fits our criteria and **has a direct connection to IT/Technology**.

## Talks

Talks will be generally split into three categories, which may overlap in one talk:

**Inspirational:** Inspire people to get started with tech, tell your own inspirational story, etc.  
(Example: <https://www.youtube.com/watch?v=-jRREn6ifEQ>)

**Educational:** Talks in this category should teach the listeners a certain skill, targeted at complete beginners. Possible topics could be “Introduction to Programming”, “How does the Web work?”

**Project presentation:** A talk can also just present an interesting and relatable project in which technology played a key role (Example: <https://www.youtube.com/watch?v=spM-WCR9HCA>)

### Talks need to...

- Be either 25 or 60 minutes long
- Be presented in English
- Be understandable for absolute tech beginners
- Encourage people to further investigate the topic and get started with IT
- Leave the listeners either feeling motivated, or with the feeling they actually learned something

### Speakers need to..

- Be engaging and enthusiastic public speakers
- Speak fluent and understandable English
- Have references on public speaking (such as Youtube videos) or be able to give a demo presentation in front of the team
- Be okay with their talk getting recorded and shared online
- Provide one high resolution photo and a short bio that can be used to promote their talk.

## Workshops

### Workshops need to...

- Be limited in group size
- Be held in English
- Be hands-on and let each participant build/try something
- Be a concrete introduction into a certain topic
- Give the participant a feeling of accomplishment and competence
- Require nothing more than a Laptop and Motivation from the participants

- Provide one high resolution photo and a short bio that can be used to promote their workshop.
- Possible Ideas: Programming a robot, 3D printing, HTML/CSS, Hacking stuff, Game Development

#### **Workshop Facilitators need to...**

- Be able to engage different levels of skillsets in their workshop (Maybe someone has coded before..)
- Clear up any material requirements (such as 3D printer for 3D printing Workshop) with us early
- Ideally have experience with holding Workshops and group facilitation

#### **Excluding factors:**

- Speakers/Workshop Facilitators who promote only their employers/business associates products and services.
- Speakers/Workshop Facilitators who only promote their employer/business associate.
- Talks/Workshops that try to sell any kind of product.

#### **Due diligence process:**

It is our goal to only have high value talks and workshops that match our vision for this conference. Therefore, we will evaluate any references available (e.g. YouTube videos of previous talks). We will evaluate if the speaker is able to speak clear, understandable English and has a friendly, non-threatening, but motivating manner of speaking.

Furthermore, we plan to interview the Speaker/Workshop Facilitator either in person, or over Skype. If there are not enough references to support that a high quality event can be held, the Speaker/Workshop Facilitator will be required to hold the event beforehand with a few people that come from the target audience.

For Workshops, it is also our intention to avoid technical problems, so the material requirement on the participants part (e.g. having a laptop of a certain quality or operating system) or material requirements on our part (e.g. having a 3D printer) will be given careful consideration.

All decisions regarding the Speakers/Workshop Facilitators will be made by majority vote of the Core Team.