International Conference on Gender, Language and Education (ICGLE)
2 – 4 December 2020
The Education University of Hong Kong, Hong Kong

GUIDELINES FOR KEYNOTE/PANEL/PAPER PRESENTATIONS

All keynote/panel/presentation sessions will take place via **Zoom** from 2 to 4 December 2020 (Hong Kong time). The presentation time for each category is as follows:

- Keynote presentation: 45-minute presentation + 10-minute Q & A
- Paper presentation: 20-minute presentation + 5-minute Q & A
- Panel discussion (Hong Kong as Laboratory): 100 minutes (including Q & A)
- Panel discussion (Equity Climate Studies in Hong Kong): 75 minutes (including Q & A)

The detailed presentation schedule is available at https://www.eduhk.hk/lml/icgle/downloads/programme.pdf. The Zoom meeting links can be found in the Conference Programme in due course. The passcode for each Zoom meeting link will be sent to presenters and participants in a separate email for the purpose of security.

Before the Presentation

1. Check the presentation title, abstract, and biography for accuracy. Please write to the Conference Secretariat for changes by email at icgle2020@eduhk.hk by **13 November 2020**. Requests for changes thereafter will not be entertained.

2. Get familiar with the Zoom functions. Presenters are welcome to test the Zoom functions with the Conference Secretariat at a scheduled time (26 November 2020 from 9 a.m. to 8 p.m.; 27 November 2020 from 1 to 8 p.m.). Please contact the Conference Secretariat at icgle2020@eduhk.hk.

3. Enter the assigned Zoom meeting room at least **10 minutes before** the presentation starts and report to the Zoom meeting host through the chat box in Zoom. The Zoom meeting host will be shown in the virtual background.

During the Presentation

1. Presenters are advised to use the virtual background designed by the ICGLE. To enable the 'virtual background' feature in Zoom, please visit: https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background.

2. Presenters are advised to turn on the web camera during the presentation.

3. Participants are advised to mute themselves during the presentation.

4. The Chairperson of the session will introduce the presenter and the topic before the presentation.

5. For **Paper Presentations**, the Zoom meeting host will give a signal through the chat box in Zoom when **5** and **2 minutes** are left for the presentation. The meeting host will give another signal when the allocated presentation time (i.e., 20 minutes) is over. The presenter should stop the presentation and proceed to the Q & A session. The Chairperson will then invite questions from the floor.

6. For **Themed Panels**, the Zoom meeting host will give a signal when **15**, **10,** and **2 minutes** are left for the session through the chat box in Zoom. The panellists are advised to stop all presentations and proceed to the Q & A session when the signal of "10 minutes left" is given. The Chairperson will then invite questions from the floor.

7. For **Keynote Presentations**, the Zoom meeting host will give a signal through the chat box in Zoom when **5 minutes** is left for the presentation. The meeting host will give another signal when the allocated presentation time (i.e., 45 minutes) is over. The Chairperson will then invite questions from the floor.

For enquiries, please contact the Conference Secretariat at icgle2020@eduhk.hk.