

**International Conference on Technology-enhanced Language Learning and Teaching &  
Corpus-based Language Learning and Teaching  
7 – 9 July 2021  
The Education University of Hong Kong, Hong Kong**

**GUIDELINES FOR KEYNOTE/PAPER/SYMPOSIUM PRESENTATIONS**

All keynote/paper/symposium presentation sessions will take place via **Zoom** from 7 to 9 July 2021 (Hong Kong time). The presentation time for each category is as follows:

- Keynote presentation: 50-minute presentation + 10-minute Q & A
- Paper presentation: 20-minute presentation + 5-minute Q & A
- Themed Symposium presentation: 100 minutes (including Q & A)

Presenters should check the presentation schedule at <https://www.eduhk.hk/lml/telltcollt2021/programme.php>, starting from **21 June 2021**. The Zoom meeting links can be found in the programme schedule. The passcode for each Zoom meeting link will be sent to paid participants in a separate email for the purpose of security.

**Before the Presentation**

1. Presenters are advised to check their presentation title, abstract, and bio(s) for accuracy. Please write to the Conference Secretariat for changes by email at [tellt&collt2021@eduhk.hk](mailto:tellt&collt2021@eduhk.hk) on or before **30 June 2021**. Requests for changes thereafter will not be entertained.
2. Presenters are advised to be familiar with the use of Zoom features to facilitate their presentations.
3. Presenters are welcome to test the Zoom functions with the Conference Secretariat at a scheduled time (24 - 25, 28 - 30 June 2021 from 10:00 a.m. to 5:30 p.m. **HKT**).
4. Presenters are advised to enter the assigned Zoom meeting rooms at least **10 minutes before** the presentation starts.
5. Presenters are expected to report to the Zoom meeting host before the session starts.
6. Presenters are expected to share their presentation slides or other forms of visual aids.

**During the Presentation**

1. Presenters and participants are advised to use the virtual background designed by the TeLLT & CoLLT 2021

([https://www.eduhk.hk/lml/telltcolt2021/downloads/TeLLT&CoLLT2021\\_VirtualBG.png](https://www.eduhk.hk/lml/telltcolt2021/downloads/TeLLT&CoLLT2021_VirtualBG.png)). 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 their 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 annotations or the chat box in Zoom when **5 minutes** 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 when the second signal is given. The Chairperson will then invite questions from the floor.
6. For **Themed Symposium Presentations**, the Zoom meeting host will give a signal when **15, 10, and 2 minutes** are left for the session through annotations or 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 annotations or 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., 50 minutes) is over. The Chairperson will then invite questions from the floor.

For enquiries, please contact the Conference Secretariat at [tellt&colt2021@eduhk.hk](mailto:tellt&colt2021@eduhk.hk).