

# PRESENTERS GUIDE AND FAQs



## General Information

We are thrilled to have you on board as a speaker for our upcoming conference. Your expertise and contribution are pivotal to the success of this event, and we want to ensure that your experience as a presenter is seamless and rewarding.

[CONFERENCE REGISTRATION LINK](#)

[HOTEL BOOKING LINK](#)

[CONFERENCE WEBSITE LINK](#)

## Timeline

Notification of acceptance	November 2023
Confirm presentation details including name, organization/affiliation and presentation title	January 31, 2023
Submit Presentations to <a href="mailto:conference@blacksinio.org">conference@blacksinio.org</a>	February 9, 2024

## FAQS:

- 1. Are presenter registrations mandatory for the conference?**  
All presenters are required to register for the conference. For additional registration details, kindly refer to the Conference Registration page.
- 2. What are the lodging details?**  
Please see travel and hotel information [here](#).
- 3. Am I required to stay the entire duration of the conference?**  
No, you can edit your stay to include your preferred days.

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**4. When will I know the day and time of my presentation?**

Notifications specifying the day and time for all presentations will go out in November 2023. If you haven't received this information, please reach out to us.

**5. How do I handle conflicting sessions in my schedule?**

Notify us immediately if you find yourself scheduled for two sessions simultaneously.

**6. Should I submit my presentation before the conference?**

All presenters must electronically submit their presentations to the Blacks in I/O Program Committee by February 9, 2023. This ensures efficient loading onto the computer in your designated presentation room.

If revisions are necessary after submission, bring a USB copy.

**7. My details changed since I submitted my proposal. What's the procedure?**

If you'd like your updated information displayed in the Blacks in I/O Conference Program, reach out to us before Feb 1, 2024.

**8. What technology will be available in the presentation rooms?**

Each presentation room will be equipped with a laptop running Microsoft Windows and a projector. Ensure your presentation, formatted in 16:9, is emailed to us.