Hello WordCamp Speaker!

This is a long document packed with information you need to know.

It will hopefully answer all of the questions you have about speaking at WordCamp London (and probably some questions you didn't know you had)!

We hope this information is helpful. Don't hesitate to ask us if you have any questions!

WordCamp London Team
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Pre Event

A/V Release
If you haven’t already done so, please remember to submit your A/V Release form as soon as possible. https://2016.london.wordcamp.org/speaker-av-release/

Slides
If you are going to use slides for your presentation, please send us a copy of your slides by 16th March.

The slides do not need to be complete (although it would be nice if they were) but it would help our palantypist (live transcribers) to have a copy of any rough or complete scripts that you may have.

This is also a good time to remind you all to design your presentations to be family-friendly (free of profanity and sexual content), accurate, and 100% GPL.

Speakers must respect the WordPress trademarks. This includes in your slides! Please check the trademark usage policy, and make sure you capitalise your Ps and use the right WordPress logo. For more information please refer to: https://wordpress.org/about/logos/.

If anyone is planning to do any live demo’s, use video or sound in their talks, please let us know ahead of time as we will make sure the A/V team are on hand to help you get set up.

Lightning Talk Speakers
Please have your slides completed by the 20th March. Slides will be collated into one slide deck and then onto one laptop which every lightning session speaker in your time slot will share.

Panels
You are lucky, you just need to bring yourselves!

Projector Aspect Ratios
Please note the projector in each room has a different aspect ratio. Please refer to the schedule to check which track you’ll be presenting in.
Back up speakers, please make sure your slides are available in both aspect ratios.

- Track A - 16:9
- Track B - 4:3
- Track C - 4:3

Schedule
The schedule is posted here: https://2016.london.wordcamp.org/schedule/ The schedule is not cast in stone, so be sure to check the schedule again on the week of WordCamp so that you know for sure when you are speaking.

Length of sessions
Please make sure you know which type of session you are doing. If you are unsure, please ask!

Long-form sessions
If you’ve been scheduled for a long-form session, your session will remain 40 minutes long. This includes approximately 5 - 10 minutes for questions. We’ve also accommodated 20 minutes turnover time between sessions to enable attendees to move between tracks comfortably.

Lightning sessions
Lightning sessions should be a maximum of 10 minutes long, as there is no turnover time between individual lightning sessions.

Panels
Panel sessions will be 40 minutes long.

Back Up Speakers
We won’t know if you’re speaking until the day of the event - we kindly request that you to attend both days and be prepared to go on stage at any time.

On the day

Venue
WordCamp London is taking place at the London Metropolitan University.
The full address is:

   166-220 Holloway Rd,
   Holloway,
   London
**Tube Station**
The closest tube station is **Holloway Road** on the **Piccadilly Line**.

We highly recommend you use something like CityMapper to check how to get to the venue ahead of time. This shortcut link has the end location pointing to the venue:  
https://citymapper.com/go/nmb81p

**Registration**
Please go to the **Rocket** building to be registered at the event. The image to the right is a picture of the front of the Rocket.

You will not need any paper tickets. Just go straight to the Speakers and Sponsors Registration table and give in your name.

If you want to have a walk around the street, the link below will send you straight to google street maps, street view.

https://www.google.com/maps/@51.5515626,-0.1109142,3a,75y,54.23h,101.11t/data=!3m6!1e1!3m4!1s73xnpxY4-fIfJp8O438fAl2e0I7i13312I8i6656

**Green Room**
We understand that before and after you speak, many people find it useful to have a place to hide from the rest of the event. We have assigned a green room for all our speakers to use. You will be shown this when you check into the event at registration.

**Microphones**
We will have microphones that clip on to your shirt and have a battery pack that clips on to your clothing. When you make your wardrobe selection for WordCamp, keep this in mind! Make sure your attire has somewhere to clip a microphone, and your waistband / pocket is strong enough to support the battery pack.

If you prefer to have a hand-held microphone, we can accommodate that, but you will need to let us know by February 29th.

**Lectern**
As the speaker standing on the stage, the lectern will be on your right hand side.
Attendees facing the stage will see the lectern on their left hand side.

**Laptop**

*You need* to bring your own laptop or tablet to display your slides during your talk. If this is an issue please let us know ahead of time and we will arrange for you to borrow a laptop.

Make sure that if *you need* an adaptor to connect to a VGA cable, *you* have the appropriate adaptor. We’ll try to have extras on hand, but it’s best to bring your own.

The venue does have wi-fi, so in theory, *you* will be able to show websites or online slide-decks.
Timings
Please arrive to your track at least 15 minutes before your session starts. Don’t forget to bring:

- Laptop
- Power supplies
- International adaptors
- Projector adaptors
- Clickers
- … and yourself!

There are a minimum of 20 minute turn over between each session.

In Room Support
Before, during and after your session we will have volunteers on hand to help you with your session.

- All tracks will have an MC who will introduce you and help you with questions.
- There will also be a Time Keeper who will have timing cards and will hold these up to remind you of how much longer you have to go.
- There will also be a Room Monitor who will be making sure no one slams the door during your session (one of our pet hates) and also running the mic during the Q&A section of your session.
- We also will have bottled water on stage for you to use.

Misc

Want to see the venue before you speak?
We’ll have access to the building on Friday 8th April so if you’d like to come in and have a look at the venue please do let us know so we can arrange this for you before 17:00 / 5 PM.

We also have videos from last year using the same venue so please check out the sessions from this:

Track A:
Track B:
- [http://wordpress.tv/2015/06/01/jo-waltham-going-freelance/](http://wordpress.tv/2015/06/01/jo-waltham-going-freelance/)

Track C:
- [http://wordpress.tv/2015/06/09/panel-discussion-how-non-profits-can-have-an-impact-online/](http://wordpress.tv/2015/06/09/panel-discussion-how-non-profits-can-have-an-impact-online/)

Lightning Talk:
For Lightning Talk speakers, here is an example of how the session ran last year:

**Special Requirements**
Please let us know if you have any further requirements or need any special equipment to present your session. The sooner you let us know, the sooner we’ll be able to arrange this for you. Please try and get back to us by February 29th.

**Digital Green Room on Slack**
In order to keep communication fluid, you are welcome to join the UK WP Community by following these instructions: [http://jwong.co.uk/wp-community-uk-slack/](http://jwong.co.uk/wp-community-uk-slack/). Once you’ve joined this channel, we’ll invite you to join the private #wcldn-greenroom channel where you will have direct contact with the organisers. We can answer questions and keep you up-to-date with announcements.

**Social Media**
If you are tweeting or talking about WordCamp London on any social media platform, please use the hashtag #wcldn. We would love your support and help in selling out the event.

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