



# Speakers Information

Hello WordCamp London 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

[london@wordcamp.org](mailto:london@wordcamp.org)

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## Speakers Survey

[Please fill in the Speakers Survey](#). Before you do, please read this Information Pack as it'll have relevant details about the questions we've asked you.

## Pre Event

### Tickets

If you haven't purchased a ticket yet, please claim your ticket [here](#) using the coupon code that can be found in your email. It will give you **£30 discount on all tickets available.**

If you need a place for the crèche please use the crèche coupon code, also found in your email.

You'll need to do this before February 23rd so we have information about your dietary requirements and anything else we need to prepare for you before the event.

### A/V Release

**All speakers (including back up speakers) must fill in the A/V Release form.** The A/V release form can be found in the Speakers Survey. If you have any questions about the A/V release please contact us straight away.

## Slides

### Long form, Backup and Workshop speakers:

If you are going to use slides for your presentation, **please send us a copy of your slides by 7th 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. They do not expect everything to be exactly the same as the script but it helps them to know what technical or difficult words you are likely to use.

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. Your presentations should also adhere to our [Code of Conduct](#).

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 in the survey as we will make sure the A/V team are on hand to help you get set up.

### Lightning Talk Speakers

Please send your slides to us by the **7th 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

We will be introducing all panels to their chair and inviting you all to work together in a private Slack group (one group per panel) to come up with discussion points for the panel and help you be prepared for any questions.

On the day: just bring your lovely self!

## 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.

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

Back up speakers, please make sure your slides are available in both aspect ratios.

All projectors will accept a HDMI or VGA connection.

## Schedule

The schedule is posted here: <https://2017.london.wordcamp.org/schedule/> The schedule is not cast in stone, so be sure to check the schedule again as close to the date of the event as possible so that **you** know for sure when **you** are speaking.

If you see any issues we haven't caught yet - please let us know in the survey.

## 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 is usually split into 30-35 minutes for the talk and 5 - 10 minutes for questions. We've accommodated **20 minutes turnover time** between every session to enable attendees to move between tracks comfortably.

Please ensure your presentation does not run short - as it means the break is too long. We prefer 5 minutes over than 5 minutes under.

### Lightning sessions

Lightning sessions should be a maximum of 10 minutes long, as there is no turnover time between individual lightning sessions. Please ensure your talk does not run over this time as it'll be eating into someone else's speaking slot.

Questions will be taken at the end of all lightning talks in your slot.

### Panels

Panel sessions are 40 minutes.

### Workshops

Workshops are 40 minutes.

### Back Up Speakers

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

## **Creche**

All speakers are entitled to free use our creche. If you'd like to bring your children along with you, please get in touch with us so we can give you more information about how to claim your creche space.

## **Volunteers Social: March 17th, at Bounce, Farringdon**

All volunteers are invited to join us for a social at Bounce, Farringdon on March 17th from **18.30. This includes speakers, and so we would love to see you there!**

Please use the survey to let us know if you can make it, as the event is guest list only.

The social is a very laid back and chilled affair; we will serve food around the room and there will be a drinks bar for everyone to enjoy. This is a great opportunity to meet your MC, Time Keepers, Room Monitors and Mic Runners.

# On the day

## Venue

WordCamp London is taking place at the London Metropolitan University.

The full address is :

166-220 Holloway Rd,  
Holloway,  
London  
N7 8DB

Please note that due to the venue's central location, parking is extremely limited. There is an NCP car park near our Moorgate and Aldgate campuses and limited on-street parking near the Holloway campus. If you're a blue badge holder and require a disabled parking space, please email us at [london@wordcamp.org](mailto:london@wordcamp.org).

## 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 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!1s73x-npzY4-fifJp8O438fA!2e0!7i13312!8i6656>

## Green Room

We understand that before and after speaking 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 are free to use this room at any time throughout the event. No one other than speakers, organisers and volunteers will be allowed to use this room.

Once you get your lanyard and name badge at the registration table, please go to the main reception and we will show you where the Green Room.

## Microphones

We will have microphones that clip onto your shirt and have a battery pack that clips onto your clothing. When you make your wardrobe selection for WordCamp, keep this in mind! Please 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 March 7th.

## 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 & Power Adaptors

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 an VGA cable or a HDMI 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, but please try not to rely on this as the wi-fi is not always reliable!

## Timings & What to Bring

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 is 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 17th March** 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 previous years using the same venue so please check out the sessions from this:

Track A :

- <http://wordpress.tv/2015/05/30/bruce-lawson-picture-and-friends-html-responsive-images/>
- <http://wordpress.tv/2015/05/30/john-blackbourn-helen-hou-sandi-mark-jaquith-qa-with-the-core-developers/>

Track B :

- <http://wordpress.tv/2015/06/01/lance-willett-tiago-noronha-ben-gillbanks-tammie-lijster-state-of-themes-panel/>
- <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-im pact-online/>
- <http://wordpress.tv/2015/06/02/mike-sales-and-ann-thanaraj-wordpress-as-a-virtu al-clinic-environment-in-academia/>

Lightning Talk :

For Lightning Talk speakers, here is an example of how the session ran in 2015:

- <http://wordpress.tv/2015/05/31/dave-redfern-lance-willett-julio-potier-scott-evans-lightning-talks-design/>

## 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 20th** with this information.

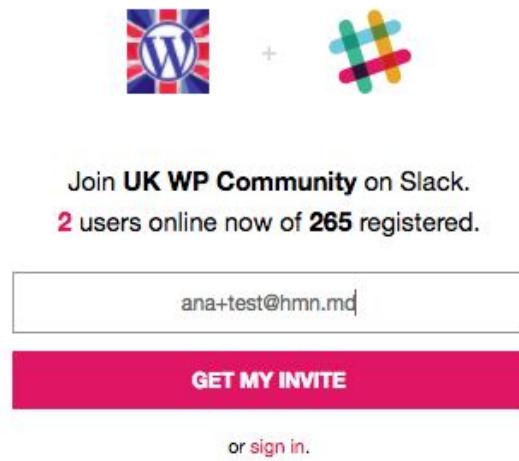
## Digital Green Room on Slack

In order to keep communication fluid, you are welcome to join the UK WP Community team. We have a private Slack channel for all WordCamp London speakers and organisers. You can get on the UK Slack Community by signing up here:

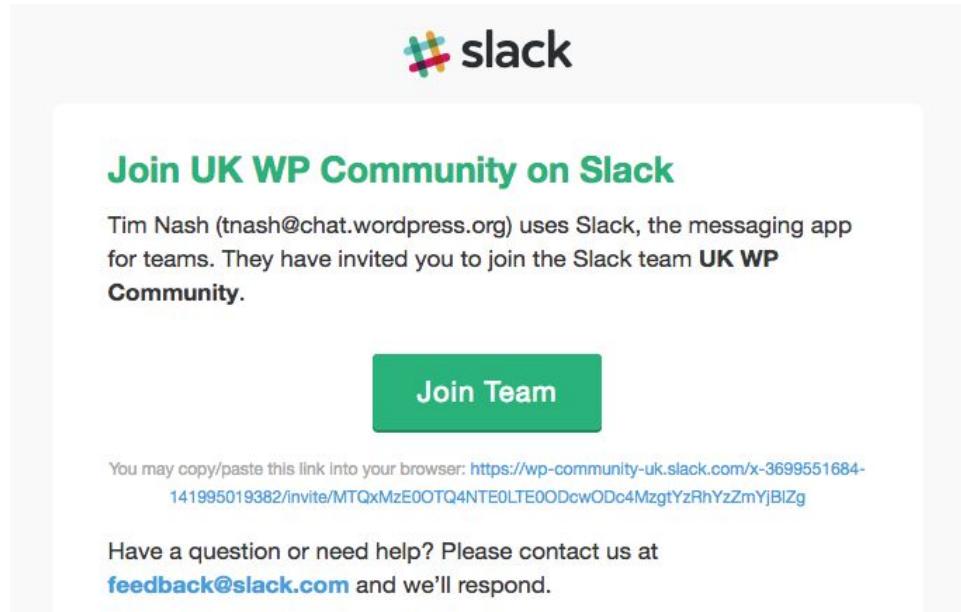
<http://wslack.uk>. Once you've joined the team, please ping @dianewallance , who will invite you to join the private #wcldn-greenroom channel where you will have direct contact with the organisers. We can answer questions and keep you up-to-date with announcements.

Please see screenshots and instructions below on how you can do this:

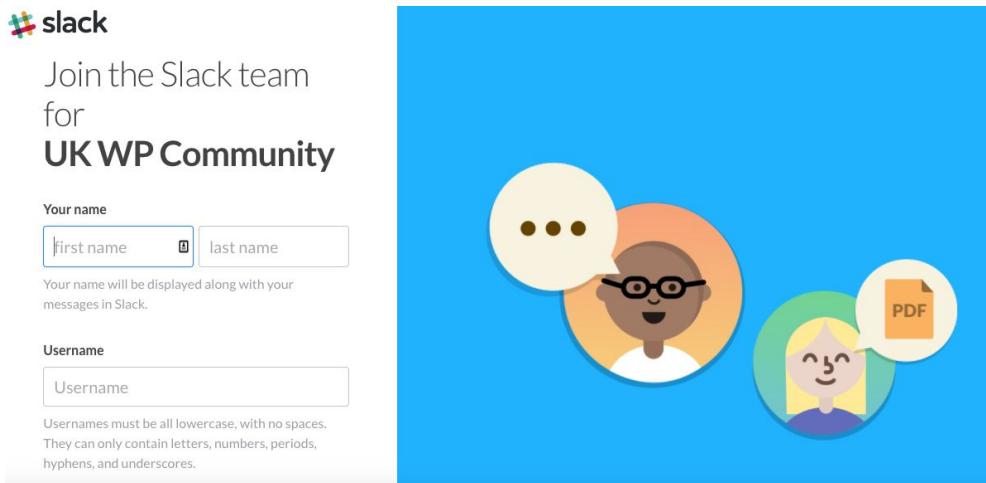
**Step 1:** Add your email address and click **Get My Invite**.



**Step 2:** Check your email and click through to **Join the Team**.



### Step 3: Create an account



### Step 4: Ping @dianewallace to say hello!

A screenshot of the Slack interface. On the left, the sidebar shows the UK WP Community team, with the #general channel selected. The main area shows the #general channel feed. A message from Vineeta Greenwood at 13:46 says: "Hello Everyone! Thanks Tim for the invitation. Also thanks to Barbara for the round up email. 😊". Below it, a message from Diane Wallace (@dianewallace) says: "Hi!". At the bottom, there's a toolbar with a plus sign, a search bar, and various emoji icons.

Once you're in the UK WP Community Slack team, Diane can add you directly to the #wcldn-greenroom.

## 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 in selling out the event!

# Speakers Survey

Now that you have gotten to the end of the info pack: [Please fill in the Speakers Survey.](#)

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Finally, and on behalf of the entire WordCamp London organising team and the community, thank you all for your time and commitment!

**END**