



# Speaker Guidance

TIPS FOR THE BEST EXPERIENCE

## USING THE DRYFTA PLATFORM

### EDITING ABSTRACTS

- View a [step-by-step walk through](#) to edit your abstract.

### SUBMITTING MATERIALS

- Sign in to [DRYFTA](#) > Click the drop down arrow next to your name > My Submissions > Select Submission > Scroll to the bottom to upload materials. View a [video walkthrough](#) of uploading materials.

### UPDATING YOUR PROFILE

- Once logged into Dryfta you can upload a headshot and add your LinkedIn profile to enable communication with other attendees

### AUDIENCE ENGAGEMENT FEATURES

- Dryfta offers chat and poll functionality to engage with the audience. Coordinate with the moderator for your session to use the poll feature or contact [ict4dconference@crs.org](mailto:ict4dconference@crs.org)

### SESSION LOGISTICS

- This year's Conference agenda is structured into 90/45-minute session blocks, including consecutive sessions on similar themes or ICT4D tools. This is to provide a better flow of the agenda and to minimize time spent moving between meeting rooms.
- All presentations will be in-person, there will not be an opportunity to join virtually.
- In most sessions there is no need to coordinate with the other sessions. Some have a joined Q&A or discussion.
- We are NOT planning to record the breakout sessions (only the Big Discussion/plenary sessions). But we'd encourage you to share a couple of bullets/sentences with us on the key takeaways/discussion to be considered for the post-Conference summary or follow-up content. Ideally, provide this to [ict4dconference@crs.org](mailto:ict4dconference@crs.org) by **March 27**.

### TECHNOLOGY

- All conference rooms will be equipped with a display screen, laptop, and WiFi internet connection. PA equipment will be available in larger rooms
- Speakers are responsible for the provision of all peripheral equipment including adaptors, convertors, and cable connectors for use with any additional equipment
- **Please ensure you upload your presentation onto Dryfta by March 12, 2024**
- Presentations submitted by the deadline will be uploaded to the conference laptops



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Share your excitement about the 12<sup>th</sup> ICT4D Conference on social media. Use the hashtag #ICT4D2024 check out our [social media kit](#) for more.

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## PRESENTATION TIPS

We are excited to be hosting our first in-person conference since 2019. We want to ensure that we make the most of this format by offering dynamic and participatory sessions. Please consider the following as you prepare for your sessions:

## ACCESSIBILITY

We are fortunate to gather a diverse audience that includes people across the spectrum of disabilities and languages. We strive to make this event accessible to the widest range of people possible. You can support us in doing that by:

- Speaking clearly and slowly – confirm that participants can hear you
- Use plain language, avoid jargon and spell out acronyms
- Use concrete and illustrative examples
- Avoid the use of small fonts, and text heavy slides
- Use clear visuals with sufficient color contrast

## GENERAL TIPS

- Allow 5-10 minutes for Q&A to draw questions and expertise from the room
- Offer a summary of conclusions, recommendations or future actions for the sector
- Don't read slides word-for-word
- Incorporate questions to the audience, opportunities for engagement and participation
- Practice, Practice, Practice.

## IMPORTANT

If you are no longer able to attend the conference or are running late to your session, please email [ict4dconference@crs.org](mailto:ict4dconference@crs.org)