

Information for our international speakers

We are very happy to welcome you to the SFAI conference in Linköping!

Since all the information on our website and in our confirmations are in Swedish we have put together all the useful information for our international speakers here. If you have any further questions, please don't hesitate to contact Lotta Ahlbertz at MKON, lotta@mkon.se.

Practical information

Venue

Linköping Konsert & Kongress
Konsistoriegatan 7
582 22 Linköping
Sweden

Travel arrangements

Please contact Lotta at MKON if you have any delays or trouble along your way to Linköping. If your travel arrangements has been made via our travel agency please contact them directly for questions or trouble on your way to Linköping.

Taxi Kurir Linköping: 0046 013 150 000

Note that the taxi business in Sweden is unregulated, always ask for the price in advance.

Hotel arrangements

Your hotel arrangements is specified in the conference confirmation. When you arrive to the hotel you only have to state your name, the hotel has received all the details from MKON. Any additional costs (meals/add-ons/upgrades) must be paid directly to the hotel.

Registration desk

Staff from MKON will be available at the registration desk at the conference venue at all times during the program.

Name badge

By scanning your personal QR-code which you can find on your confirmation, you will receive your name badge at the registration desk when you arrive. This must be worn at all times during the conference to ensure your access to the scientific sessions. The tickets for the social program is on the other side of your name badge.

Speaker instructions

1. You do not need to bring your own computer, only a USB memory stick. We recommend that you verify that the transfer to your memory stick was made correct.
2. Please hand in your presentation to the technicians in the Speaker Service Center (room "Noten") no later than two hours before your session. Wide screen (16:9) format is preferred. Our technicians are always available to assist you at the Speaker Service Center. Your presentation will be transmitted to the computer in the lecture hall at the right time for your talk.
3. If you bring your own laptop, please come to the Speaker Service Center no later than two hours before your lecture, so that we can check the resolution and screen outputs. If you have a Mac or a PC that does not have VGA or HDMI outputs, you will need to bring the necessary adapter.
4. In all the lecture halls there will be a PC with PowerPoint (Office 365). Please use the default fonts/fonts found in the Office program. If you use other fonts, we ask you to attach the fonts separately.
5. The auditors will be able to send you questions via the meeting's app. The questions will be received by the chair who will forward them to you.
6. In the meeting's app is also a live voting system, "Audience response". Please read the separate instructions for how to use this.

The meeting's app

Please follow the below instructions if you wish to download the meetings app. All information is unfortunately in Swedish but we can help you on site if you need any translation.

The app "SFAI-veckan" is available directly from Google Play and App Store.

If you should have troubles downloading the app please download the app "Konferens och event", press the "+", write the code **sfai2018** and press ok.



Audience response - Speaker

The app will function as a classical audience response device. There will be a view in the app connected to each session which has eight possible answers (A-H / 1-8). The presenter can thus have up to eight possible options per question. It's possible to have several questions during your talk.

The audience response result will be shown on a separate website. This all means that the app and system is always ready to be used as audience response and does not need to be set up for each session.

Preparations

- Prepare questions with up to eight options in your presentation. The audience can only vote on one option per question.
- Inform the organizer in advance and the technicians before the session that you will use audience response. The technicians will prepare the display of the results, which occurs on a separate website and switch between your presentation and the results after the question and options have been read.

Presentation

1. When it's time to use the audience response you read the question and options. The audience will then be able to vote in the app.
2. On your command the technicians will change from the presentation mode to the results and show the answers in the form of the options A-H / 1-8.
3. Upon completion of voting, the technicians will switch back from the website to the presentation mode again.
4. In the case of multiple questions during the same lecture, the technicians prepares a new result page between each question and the process of switching between the presentation mode and the website, after reading the questions is repeated.

