

**International Congress on English Language Education and Applied Linguistics**  
**6 – 9 December 2022**  
**The Education University of Hong Kong, Hong Kong**

**GUIDELINES FOR KEYNOTE/PAPER/SYMPOSIUM PRESENTATIONS**

All keynote/paper/symposium presentation sessions will take place via **Zoom** from 6 to 9 December 2022 (Hong Kong time). The presentation time for each category is as follows:

- Keynote presentation: 50-minute presentation + 10-minute Q & A
- Paper presentation (Parallel Sessions): 20-minute presentation + 5-minute Q & A
- Themed Symposiums 1, 3 & 4 presentation: 20-minute presentation + 5-minute Q & A
- Themed Symposium **2 Postgraduates' Research** presentation: 15-minute presentation + 5-minute Q & A

Presenters should check the presentation schedule at <https://www.eduhk.hk/lml/iceleal2022/schedule.php> starting from **22 November 2022**. The Zoom meeting links can be found in the programme schedule. The passcode for each Zoom meeting link will be sent to paid participants in a separate email for security.

**Before the Presentation**

1. Presenters are advised to check their presentation title, abstract, and bio(s) for accuracy. Please write to the Congress Secretariat for changes by email at [iceleal2022@eduhk.hk](mailto:iceleal2022@eduhk.hk) on or before **30 November 2022**. Requests for changes thereafter will not be entertained.
2. Presenters are advised to be familiar with the use of Zoom features to facilitate their presentations.
3. Presenters are welcome to test the Zoom functions with the Congress Secretariat at a scheduled time (24 - 25, and 28 - 30 November 2022 from 10:00 a.m. to 5:30 p.m. **HKT**). An email for this arrangement will be sent to you before the testing takes place.
4. Presenters are advised to enter the assigned Zoom meeting rooms at least **10 minutes before** the presentation starts.
5. Presenters are expected to report to the Zoom meeting host before the session starts.
6. Presenters are expected to share their presentation slides or other forms of visual aids.

**During the Presentation**

1. Presenters and participants are advised to use the virtual background designed by the ICELEAL 2022 ([https://www.eduhk.hk/lml/iceleal2022/downloads/ICELEAL2022\\_Virtual%20Background](https://www.eduhk.hk/lml/iceleal2022/downloads/ICELEAL2022_Virtual%20Background)). To enable the 'virtual background' feature in Zoom, please visit <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>.
2. Presenters are advised to turn on their web camera during the presentation.
3. Participants are advised to mute themselves during the presentation.
4. The Chairperson of the session will introduce each presenter and the topic before the presentation and lead the Q&A session. An email regarding the instructions to the Chairperson will be sent out in due course.
5. For **Parallel Session Paper Presentations & Themed Symposium presentations**, the Zoom meeting room host will give a signal through annotations or the chat box in Zoom when **5 minutes** and **2 minutes** are left for the presentation. The meeting room host will give another signal when the allocated presentation time is over. The presenter should stop the presentation and proceed to the Q & A session when the second signal is given. The Chairperson will then invite questions from the floor.
6. For **Keynote Presentations**, the Zoom meeting room host will give a signal through annotations or the chat box in Zoom when **5 minutes** are left for the presentation. The meeting room host will give another signal when the allocated presentation time (i.e., 50 minutes) is over. The Chairperson will then invite questions from the floor.

For enquiries, please contact the Congress Secretariat at [iceleal2022@eduhk.hk](mailto:iceleal2022@eduhk.hk).