**International Conference on Technology-enhanced Language Learning and Teaching &
Corpus-based Language Learning and Teaching**
3 – 5 July 2024
The Education University of Hong Kong, Hong Kong

GUIDELINES FOR KEYNOTE/PAPER/POSTER/SYMPOSIUM PRESENTATIONS

All keynote/paper/poster/symposium presentation sessions will take place at the EdUHK from 3 to 5 July 2024. 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 **2, 3 & 7** presentation: 20-minute presentation + 5-minute Q & A
Themed Symposiums **1, 4, 5 & 6** presentation: 15-minute presentation + 5-minute Q & A

Before the Paper Presentation

1. Presenters are advised to check their presentation titles and names for accuracy. Please write to the Conference Secretariat for changes by email at telltcollt2024@eduhk.hk on or before **17 June 2024**. Requests for changes thereafter will not be entertained.

2. Presenters are advised to enter the assigned rooms at least **10 minutes before** the presentation starts.

3. Presenters are expected to report to the Chairperson before the session starts.

4. Presenters are expected to share their presentation slides or other forms of visual aids.

During the Paper Presentation

1. 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.

2. For **Parallel Session Paper presentations & Themed Symposium presentations**, the student helper will hold up a paper sign when there are **5 minutes** and **1 minute** remaining for the presentation. The student helper will give another sign when the allocated presentation time (i.e., 20 or 15 minutes) is up. The presenter should stop the presentation and proceed to the Q & A session when the last sign is given. The Chairperson will then invite questions from the floor (5 minutes).

3. For **Keynote Presentations**, the student helper will hold up a paper sign when there are 5 minutes and 1 minute remaining for the presentation. The student helper will give another sign when the allocated presentation time (i.e., 50 minutes) is up. The Chairperson will then invite questions from the floor (10 minutes).

4. For **Poster Presentations**, the posters are displayed in Room B4-LP-10 throughout the conference period. The presence of authors at their posters will be required during the second half of the lunchtime period (around 1:30-2:10 pm) of **4 July**, allowing the participants to visit and discuss the poster content with the authors.

For enquiries, please contact the Conference Secretariat at telltcollt2024@eduhk.hk.