ApacheCon 2022 Guide for speakers

Thank you for participating as a speaker in ApacheCon 2022! This document provides information that will help you prepare your participation.

Flow for speakers (what you need to do, pretty please)

1. **Check the scheduling of your talk.** Please check that your talk is scheduled at https://www.apachecon.com/acna2022/schedule.html**.**

2. Register first at https://www.apachecon.com/acna2022/register.html using the email you used for **CFP**. Then go to https://app.expopass.com and if you are not logged in yet, go to https://app.expopass.com/forgot-password, type in the email and you will get a magic link.

3. After registering to "**app.expopass.com**", you can see the detailed schedule at https://app.expopass.com/events/QXRRx0X/schedule. **Let us know early if you have problems with the scheduled time.** ApacheCon is an on-site event in Sheraton, **New Orleans, 3rd - 6th of October 2022** and you will have to be on-site to present.

4. **Arrange your travel and accommodation** - ideally at Sheraton Hotel which is our conference venue. See more at https://apachecon.com/acna2022/venue.html **We are not offering an online, or pre-recorded, presentation method.** You need to be physically present at the event.

5. **Perform a tech check**: You are expected to present from your own PC. Please come to the room you are going to present on the day of your talk 15 minutes before the talk. You will be able to check if everything works for you (and find a solution if it does not). Your track lead will help you in case you have any problems, but you need to make sure the slides you want to present are available remotely or in a standard format that can be displayed (PDF preferred).

6. **Prepare your talk.** Please prepare your talk and let us know if you have any questions. The "Considerations" and "Duration and Time Management" below address typical concerns.

7. **Give your talk**. Good Luck!

Considerations for your talk

Slides. You can use your preferred presentation tool if you are presenting from your PC. We are able to handle regular PC and Mac, and you will get WiFi connectivity, however we recommend you have an offline version of your presentation. If we fail-over to another PC and working offline If you will need to have your presentation in a form of offline medium (PDF, Power Point).

Demo or live coding. For demos or live coding, you need to use your own PC. Beware that in this case, the audience would see whatever you see on your desktop if you are not careful. Make sure you turn off notifications while you are presenting.

Quizzes/Games. If you plan to conduct a survey and review the results during your talk, we recommend that you use quizzes / games service, such as https://kahoot.it and put the url or PIN of the game/survey in your presentation.

Duration and time management

We have 40 minute slots (+10 minutes changeover for next speaker). This time includes speaker introduction by the hosts, presentation by the speaker(s), and Q&A (optional). Also, please remember to come at least 10 minutes early to the room so that we can set up everything and start on time.

Intellectual property

The property of the talk and the material used belongs to each speaker. The speakers share their material under a Creative Commons - Attribution (CC-BY) license.

Code of conduct

Please review our code of conduct at https://apachecon.com/conduct.html and let us know if you have any questions.

Slides template

We do not have a template. Feel free to use your own template. Just please follow these guidelines:

- Set your slide size ratio as 16:10.
- Do not include any offensive or sexualized references. This would be a violation of the code of conduct.
- If you would like to use any of the ApacheCon logos or graphics in your slides, you

can find them here: https://apachecon.com/acna2022/images/

Birds of a Feather sessions

In the afternoon each day, there are "Birds of a Feather" sessions that are out-of-the-regular-schedule. Those are very different formats and you will be able to find out what kind of sessions are available, you should check it at the event. We typically provide a room, and wifi, but no A/V (ie, there's no mic or projector). You can do what you like with the space. If you want to run a BOF during the event, please contact Rich with a title and session description to sign up.

If you want to run your own Bird of a Feather session - please contact planners@apachecon.com .

Promotion and social networks

If possible, please mention your talk in social media using #acna2022 hash-tag.

Contact

For any questions you have regarding your participation, please contact us at planners@apachecon.com