

## Frequently Asked Questions

**Q: I've never heard of FIGT before, why should I submit a proposal to speak at the conference?**

**A:** FIGT is a vibrant conference with a very active community. The best way for your voice to be heard is to present at the conference. We welcome new voices in the community and are always looking to increase the diversity of our presenters. Please submit your best work or research results for consideration. Providing real value to the FIGT conference attendees is the best way to make an impact on the community.

**Q: If I only have one day to attend the conference, what can I do?**

**A:** There are dynamic and powerful presentations scheduled for every day of the conference, The best takeaway will be a result of attending many sessions, networking and allowing yourself to go through a real journey. But if you could only attend one day, we believe you'll still get a great value.

**Q: I'm not familiar with the Kitchen Table Conversation or Lightning presentation formats can you explain?**

**A:** A **Kitchen Table** Conversation is designed to be a more intimate presentation where the presenter sits down at a table with fellow conference attendees and presents their idea and has a robust discussion. This presentation is great for interacting with attendees and sharing ideas. There are multiple conversations happening in each room, so attendees can move about from one conversation to another but most attendees will stay for the entire duration of the conversation.

**Lightning presentations** (formerly known as Ignite sessions) are 20 slides long with 18 secs/slide (the entire presentation is 6 mins, in total duration). These presentations must be well-rehearsed and delivered with precision. The Lightning session is presented to the entire conference congregation on the main stage and the presentations are intended to deliver engaging content in a powerful, thought-provoking way. Often, they are personal stories with revelations or insights and leave the attendees thinking about their own experiences afterward. There are only a limited number of Lightning presentation slots (6-8) available for each conference.

**Q: The poster sessions are new this year. What exactly are you looking for in a poster?**

**A:** FIGT introduced the poster session as a new presentation type this year to accommodate more presentations that share research or findings in a way similar to a scientific or research conference. However, you do not need to present research in order to create a dynamic poster.

Posters can present novel ideas, applications, or lessons learned that impact the FIGT community. Posters will be kept up throughout the duration of the conference so that attendees may read them at their leisure. There will be a dedicated time where poster presenters can answer questions and interact with attendees but presenters should leave handouts or contact cards near or in a stapled envelope on the poster board so that conference attendees may follow up with the presenter. The posters should be standard conference size (AO - 841 x 1189 mm - 33.1 x 36.8 in).

**Q: I am a small business owner who would like to sell a product/service. Should I submit a presentation or become a sponsor?**

**A:** FIGT presentations are not sales pitches and they must be based in sharing personal stories, research, or findings from or about the FIGT community in some way. We understand that many entrepreneurs present their experience and share their expertise during presentations but it is not the same as selling a product — the focus is on networking and making personal connections.

Sponsors receive a much higher level of visibility throughout the conference and there are many opportunities to interact with attendees throughout the entire event. Please visit the Sponsorship Opportunities page on our website and contact our Sponsorship Chair at [sponsorship@figt.org](mailto:sponsorship@figt.org) for further advice on what is best and most appropriate exposure for your business.

If you have a book or multimedia item to sell, you may submit your product for consideration in the FIGT bookstore which is intended to highlight conference attendees products. Bookstore questions may be submitted to [bookstore@figt.org](mailto:bookstore@figt.org).

**Q: If I am selected for a presentation, are there rules or expectations or technical considerations? If so, how can find out about those?**

**A:** On the website you can find the general guidelines for the different presentations. Once you are selected to lead a session the program committee will support you with all the technical information through our presenter guideline, a detailed document that you will be invited to download, and online meetings chaired by our different presentation type leaders

**Q: How does the selection process work?**

**A:** All proposals will be read by the RFP Committee, a dedicated group of readers representing different perspectives and backgrounds. The readers will conduct a blind review of all submissions and rank them on a numerical scale.

The Committee reviewers will use the following criteria:

- How well the proposal relates to the overall conference theme: Celebrating diversity
- The proposal should offer a unique perspective or application that adds value for an attendee.
- The proposal should attract a diverse and global audience.
- The content should be original material, timely, and up to date.
- Preference will be given to proposals that demonstrate creativity or innovation in their approach or application.
- The committee will also review session balance with the overall conference, inviting both new voices and returning speakers bringing new content.

The Program Committee will make the final decision taking into consideration the uniqueness of #FIGT18NL being our 20-year celebration.