Speakers Info

Thank you for participating in a FIRST event. As a community driven organization, we value your time and efforts to share your experiences. To make your presentation a positive experience for you and your audience we would like to draw your attention to the following guidelines. Please read these guidelines carefully. If you have any questions, feel free to reach out to the conference organizers at events@first.org, the FIRST Board at first-board@first.org or Secretariat at first-sec@first.org.

Timing

Timing has always been a key element in my life. I have been blessed to have been in the right place at the right time.
— Buzz Aldrin

While running a conference or a meeting is not quite comparable to a moon mission, it nonetheless requires multiple resources and manpower. Please be prepared and on time for your allotted time slot. Talks that are too short or run over are typically received poorly. Additionally, talks that run over their allotted times take time away from other speakers. Please make sure you check-in with the host, or sessions chair and let them know that you have arrived. Alternatively, let the organizers/host/session chair know in advance of your arrival time.

Presentation

Graphical excellence is that which gives to the viewer the greatest number of ideas in the shortest time with the least ink in the smallest space.
— Edward R. Tufte, The Visual Display of Quantitative Information

Spend thoughtful time preparing your presentation. FIRST events typically draw a technical audience; marketing or sales pitches are not permitted. Explain what went into your idea and tell people about your failures so that others may learn from your experiences.

Ensure your slides are readable and convey a clear message. There are many resources available on to give a great presentation. A good starting point is this Harvard Business Review article (https://hbr.org/2013/06/how-to-give-a-killer-presentation. If you are able to share your slides for attendees to download, please provide a copy to first-sec@first.org to post in advance or following the event. And don't be disappointed if you can't tell everything: The goal is to get people interested in your notice, not tell them in an hour what took you weeks or month to learn.

Respect others

"I speak to everyone in the same way, whether he is the garbage man or the president of the university."
-- Albert Einstein

FIRST aims to foster an inclusive environment where participants can grow and learn. This requires the respectful treatment of others, even if we disagree on ideas. Please avoid remarks or visuals that may be well-intended or attempts at humour if you think they could be perceived as offensive to others. We have written a Code of Conduct (https://www.first.org/about/policies/code-of-conduct)

detailing our expectations to participants of all our events and we expect all participants to adhere to it.

Should something in a presentation cause concern, please notify your local host onsite so they might be able to address the situation in a timely manner. Alternatively, you may confidentially send comments to the Secretariat at first-sec@first.org to address. For any violations of our Code of Conduct you can contact conduct@first.org.

Talk to us

You want help? Ask for help. You want love? Ask for love. If you want anything from the universe, anything from yourself, you must first ask.
— Kamand Kojouri

If you have any questions, please do talk to us. We would like to hear your feedback, good or bad. You can reach out via e-mail at first-board@first.org or first-sec@first.org.