



## Instructions for Authors/Presenters (rev1)

Dear author/speaker,

Thank you for your confirmation of participation in the 20th IALA Conference 2023 to be held in Rio de Janeiro, Brazil. We look very much forward to this great event.

It is now time to move to the next phase with your paper which has been accepted and given a presentation slot at the conference.

Your name is noted as both the author and presenter of the paper. Should that not be the case, please allow us to use you as the point of contact for this abstract, for the time being, to avoid confusion.

In the weeks and months ahead, you will need to provide us with the following submissions:

1. A biography to be published on the conference website (before 10 February)
2. Your paper to be included in the conference proceedings (before 1. April)
3. A PowerPoint file (if applicable) to be used during the presentation (before 1. May)

Please follow the instructions below as well as the instructions within the individual templates provided, closely.

### **Biography**

Please use the [biography template](#) when writing the biography of author(s). Please consider including a photo.

Submit biographies before 10. February 2023 to the IALA NextCloud Conference Inbox by following the upload instructions below.

### **Paper submission**

Please use the [conference paper template](#) when formatting your paper submission, since all papers will be collated into the "Proceedings of the 20th IALA Conference".

Conference papers should be written in English, and if you are able to provide the final abstracts within your paper in English, French and Spanish that would be helpful, and save the Secretariat some work.

Submit your paper(s) before 1. April 2023 to the IALA NextCloud Conference Inbox by following the upload instructions below.

### **PowerPoint presentation**

Those presenters/speakers who plan to use PowerPoint presentations are requested to use the [PowerPoint presentation template](#).

Please submit your PowerPoint presentation before 1. May 2023 to the IALA NextCloud Conference Inbox by following the upload instructions below.



### **File formats and filenames**

All files should be uploaded in MS Word format. To facilitate the processing of the many files, please follow this file naming convention, where all filenames are preceded by the abstract number:

[Abstract nr] Biography [name SURNAME]

[Abstract nr] Paper [Paper title]

[Abstract nr] PPT [Paper title]

### **Upload instructions**

All your submissions should be uploaded in MS Word format to the IALA NextCloud Conference Inbox before the designated deadlines.

1. Follow the link to the IALA NextCloud Conference Inbox and enter the password.
2. Locate and enter the session folder for your presentation slot (provided in the email)
3. Upload your file(s) using the + icon in the upper left corner.
4. You are done.

[Link to the IALA NextCloud Conference Inbox](#) Password: **Mermaid2023**

Please do not hesitate to contact us via [conferenceabstracts@iala-aism.org](mailto:conferenceabstracts@iala-aism.org) if you experience any problems.

*Best regards*

*The IALA Conference Team*