



SPEAKER GUIDELINES FOR DROIDCON/FLUTTERCON

We appreciate your willingness to share your knowledge and expertise with the community. By following the best practices and guidelines outlined below, we hope to ensure you deliver a successful presentation that clearly conveys your points and engages your audience.

Preparing Your Presentation

Clear Learning Outcomes:

- Your audience expects actionable information they can use. Define clear learning outcomes for them to take away.

Material Should Reflect Difficulty Level:

- Align your presentation content with the selected difficulty level (Introductory, Intermediate, Advanced, Expert).

Provide Perspective / Context:

- Explain the problem you're solving, how your solution helps, and its real-world impact. This context will help your audience understand and apply your material.

Know Your Audience:

- Tailor your content to your audience's expertise and interests. Anticipate questions and prepare your answers, keeping the Q&A time in mind.

Speaking & Presentation Tips

- **Arrive Early:** Be at your session ten minutes early to set up and introduce yourself to the Stage Manager.
- **Enunciate Clearly:** Speak slowly and clearly, using simple sentences and avoiding jargon.
- **Body Language:** Maintain eye contact and use hand gestures moderately to engage your audience.
- **Interaction:** Encourage questions and interactions, and handle them thoughtfully.
- **Confidence:** Stand tall, smile, and project confidence.
- **Engaging Content:** Use a mix of text, images, and multimedia. Start with a strong opening to capture attention.
- **Visible Slides:** Use large fonts, high-contrast colors, and ensure images are high-quality. Keep slides uncluttered.

- **Practice:** Rehearse multiple times, time your presentation, and check the schedule and location of your talk.

Technical Considerations

Equipment:

- Present using your laptop through HDMI. Contact us in advance if you have special requirements.
- Rooms have lecterns with built-in microphones. Handhelds and headsets are available upon request.
- The Keynote room has a monitor for presentations and speaker notes. Prepare accordingly for other rooms.
- Bring a backup copy of your presentation to cloud storage.
- A speaker room is available for last-minute changes or a quiet preparation space.
- Each room will have a stage manager to communicate with the technical team.

Demo Readiness:

- Install and test all necessary software and tools for live demos. Have a backup plan for technical issues.
- Ensure code or technical content is legible and well-commented. Use only open-source or properly licensed content.
- Explain complex concepts in simple terms.

Connectivity:

- If your presentation relies on internet access, have an offline version ready.

Tech Rehearsal:

- Contact us if you need a technical rehearsal to ensure a smooth presentation.

We look forward to your contribution to the conference and are excited to hear your insights. Thank you for helping us create an informative and engaging event!