

Digital Built Week Europe

10-12 October **2019**
Edinburgh, Scotland



Edinburgh International Convention Centre

Digital Built Week Europe 2019

Thursday 10 October – Saturday 12 October 2019

Speaking Terms of Agreement

Speaker Acceptance

By submitting an abstract, speakers acknowledge that they have read, understood and agree to abide by the requirements and conditions listed within this agreement.

Key Contact Information

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Background Information

Digital Built Environment Institute (DBEI) is committed to the ongoing improvement of the AECO/FM industry. We actively promote better use of new technologies and collaborative frameworks. We actively promote knowledge sharing and learning through participation. We are run by users, for users, not driven primarily by commercial imperatives. Our community comprises thought leaders, technology implementers and practitioners.

The sessions we convene during our conference may be technical, solutions-based, or process driven in nature, and always with a view to the delegates gaining and/or contributing something from/to the session. The conference is about sharing knowledge at an industry community level.

DBEI has engaged in RTC Events Management (RTCEM) to manage Digital Built Week Europe 2019, including the abstract submission process.

Becoming a Speaker

There are two ways to speak and present at DBW Europe:

1. Submitting an abstract and having it accepted, or;
2. Being invited to present on a given topic

Once a speaker has his or her abstract accepted or is invited to speak, the following sets out the requirements that are placed on speakers and the assistance on offer from the Organising Committee.

What We are Looking For

What we are looking for:

- Relevant topics
- Engaging presenters
- Willingness to share knowledge
- Sense of community

What We are NOT Looking For

What we are not looking for:

- Sales presentations
- Overt self-promotion

Delegates have always responded negatively to 'marketing' talks and have consistently marked down such sessions. However, you should be aware that the marketing value of being a speaker at DBW Europe is itself very powerful and that your status as a speaker will bring potential clients and contacts to you. Therefore, the best form of marketing you can do in a talk, is allow the quality of that talk to do the marketing for you.

Presentations

Session Types/ Formats

There are several accepted session formats:

1. Technical Presentation/Lecture – Speaker(s) present from front of room, usually accompanied by audio-visual. These types of sessions range from 'how to' through to real project case studies. Session size ranges from 20 - 100 delegates.
2. Lab Sessions – Delegates learn from the speaker using step-by-step live learning experiences, whilst sitting at a computer. There may be provision for a small gallery of additional delegates that bring their own laptops to follow the lab, but you are not required to give them assistance during the lab session. Session size would typically range from 20 - 40 delegates.
3. Panel – A selected group of people gather to discuss, debate or present a topic or a variety of topics in front of an audience.
4. Workshop – Delegates engage in intensive discussion and activity on a particular subject or project, of which is submitted via the abstract process. The speaker acts as a Facilitator for the session.
5. Roundtable - A maximum of 24 delegates take part in an intimate discussion or activity, in a U-Shape (or similar) layout within a private room. Participants discuss a particular topic or topics, of which is submitted by the speaker. The speaker acts as a moderator for the session.

Within any of the above formats, the following shall apply:

Session Lengths

- Technical Presentations/Lecture – 75 minutes
- Lab Session – 75 or 150 minutes
- Facilitated Panel – 75 minutes
- Workshop – 75 minutes
- Roundtable – 75 minutes

Our events have a very good track record of keeping to the scheduled times. It is important that a speaker ensures the duration of their presentation matches the given timeslot.

NOTE:

- In Technical Presentations and Lab Sessions, it would be expected to allow 10 minutes for questions within the allocated time period. Therefore, your presentations should run for approx. 65 minutes.
- The above-mentioned session timeslots are a guide only and are subject to change until the program is finalised.

Tags

We will be asking you to select up to three tags; one primary and up to two secondary, which you believe best reflect the nature of your abstract. Abstracts may be classified under any of the following tags:

- Architecture
- Business Strategy and Leadership
- Coding and Customisation
- Computational Design
- Construction
- Content
- Data Management
- Design for Manufacturing and Assembly
- Infrastructure
- Legal/Commercial
- MEP
- Model Management
- OpenBIM
- Operations & Maintenance
- Project Controls
- Project Management
- Reality Capture
- Simulation & Analysis
- Structure
- Sustainability
- Visualisation

Experience Levels

Each session is required to have an experience level nominated by the speaker. Speakers are to ensure their nominated experience level matches the content in their presentation. Feedback from past conferences suggests that delegates are looking for more advanced session content, therefore we do not intend on presenting any beginner level classes and are seeking abstracts in the following experience levels:

- Intermediate
- Advanced
- Expert
- Guru
- All Levels (panels etc.)

A full explanation of each level can be found below:

Intermediate

A general understanding of concepts related to the presentation topic is assumed, but detailed understanding of the specific aspects covered in the topic is not. Delegates are expected to be comfortable with the software generally but may be new to the topic you are covering.

Advanced

The session is expected to explore specific, detailed, high-level and complex functionality and concepts that are, nevertheless, generally encapsulated within the existing capabilities of the program or tool. Delegates are expected to have a good working knowledge of the topic of the class, but not the experience to push it to the degree that is proposed within your session.

Expert

The session is expected to be innovative and forward thinking, exploring new areas and discussing best practice solutions. Delegates are expected to already have a very good knowledge of the subject and may often be other speakers, or people who could be speakers! There is unlikely to be a need to explain concepts, definitions and the like, but expect a potentially robust discussion from people who will know what they are talking about.

Guru

You live on the raw, bleeding edge of what your software can do, and only smile when it screams in protest and spits out results even the developers said it couldn't manage. If you don't believe you could be teaching this class, it may not be for you. There is no such thing as too difficult or arcane for a guru class...

All Levels

These sessions tend to focus on general principals and concepts that do not require deep and/ or specific knowledge of tools. The sessions often take the form of roundtables, panel discussions and the like, but also include lecture style sessions with a more theoretical/ philosophical orientation.

Selection Criteria and Process

Submitted abstracts will be reviewed by the Committee. Abstracts will be approved on their merit, within the conference's time and resource constraints. Criteria for review shall include, but not be limited to the following:

- Proposed content matches proposed duration and skill level
- Relevance of topic to the event
- Potential benefit to, or interest of, delegates
- Previous ratings and feedback to the speaker and/ or topic
- Amount and quality of proposed content
- Proposed session title matches proposed content
- Number of like topics received
- Experience of the speaker

Acceptance of Abstract

The Committee will advise all submitting abstract authors by email of the results of the abstract submission. Wherever possible, we will include comment on those abstracts not accepted, that may be of use in relation to future submissions (note that we typically can only accept one in five abstract submissions!)

After review of the submissions, we may contact you to suggest changes to your subject matter, mode of presentation or experience level so that we can deliver a conference with the expected scope and quality of subject matter.

To ensure the quality of our conference, we place an upper limit of three (3) presentations per speaker.

If accepted, planning by both the speaker and the Committee will begin in earnest. DBEI recognise the amount of work involved in developing a presentation for the event and advise all speakers to allow enough time in their schedules so that a professional and informative presentation can be delivered.

	Speaker Webinar	Handout	Presentation	Tips and Tricks	Datasets	Outcomes Document
Technical Presentation/Lecture	Compulsory	Compulsory	Compulsory	Compulsory	N/A	N/A
Lab Session	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	N/A
Panel Facilitator	Compulsory	Compulsory*	Optional^	Optional	N/A	Compulsory
Panel Member	Optional	N/A	N/A	N/A	N/A	N/A
Workshop Facilitator	Compulsory	Compulsory*	Compulsory*	Optional	N/A	Compulsory
Roundtable Moderator	Compulsory	Compulsory*	Optional^	Optional	N/A	Compulsory
Co-Speaker	Optional	N/A	N/A	N/A	N/A	N/A
Lab Assistant	Optional	N/A	N/A	N/A	N/A	N/A

*Outline document with key questions or session objectives acceptable

^Title slide and discussion points recommended

Handouts

Once an abstract has been accepted, DBEI requires a detailed handout for that session to be written that all delegates will receive via the conference app or website prior to the event. A minimum of a session outline with key questions or session objectives is required for panel facilitators and roundtable facilitators.

Presentations

In addition to the handout DBEI requires a copy of the actual presentation on-screen. This may be a short bullet point version of the more detailed handout that could also be supplemented with actual demonstrations of the process or software. For the facilitated panels and roundtables, the speaker is required to provide some form of presentation to set out the framework for discussion.

Tips and Tricks

Speakers are required to submit a 'Tips and Tricks' PowerPoint slide, which must include 2-3 of your favourite idea / tips from your session (Including imagery, not just text).

Outcomes Document

An outcomes document is a summary of the discussions or outcomes that occurred within the panel and roundtables. This is a useful resource for delegates to review the discussions that took place and provide avenues for follow up. DBEI requires this to be complete **no more than two weeks after the conference**. It is the responsibility of the facilitator to take notes during the session and to transcribe these into materials post conference. Alternatively, a facilitator may allocate a delegate to act as a note taker for the duration of the session, however it is the facilitator's responsibility to ensure this occurs.

Timeline for submissions

Speakers are required to submit their speaker requirements by the advertised deadline dates. Failure to do so may result in ineligibility to present at future events.

An electronic copy of the handout, 'Tips and Tricks' and the presentation will be required in advance of the conference so that paper copies and digital media can be created. Speakers will be advised of those dates. All speakers must use the relevant template provided.

The handout will be made available on the Events app and DBEI website prior to the conference, and all materials including handouts, 'Tips and Tricks', presentations, datasets and outcomes document will be made available on the website post conference for download and therefore becomes public domain. As such, a speaker will have ensured no elements or images of the presentation or handout are in breach of any confidentiality agreements and that all copyright is either already owned (original content) or that permission has been received from the copyright owner.

Speakers are reminded to take pride in their work; copies of presentations and handouts will be distributed across multiple continents, languages and disciplines... Remember simple steps such as using a spelling checker!

Language Options

Presentations will be conducted in English. If you require a translator, one can be arranged prior to the event but the speaker will need to cover any associated costs. Translation will need to be resolved to the mutual satisfaction of both parties if the primary speaker is not fluent in English.

Lab Software

Upon acceptance of an abstract as a Lab session, speakers are to nominate the software required to successfully deliver their session. DBEI will ensure that required software is installed onto all Lab terminals at the conference. Any changes to the required software (including version and build number) should be communicated to the Lab Manager or DBEI Secretary at least 30 days prior to the event. After this time DBEI will provide all Lab speakers with a final list of software available in each Lab. Datasets shall be provided no later than **30 days prior to the event**. Failure to provide datasets by the deadline will mean the speaker will take direct responsibility for provision of the same. The speaker will also be responsible for the redeployment of datasets onto all Lab machines, should any changes be made to the original file/s supplied. Future speaking positions at events will be affected if speakers fail to provide the required materials for their sessions.

Lab Assistants

Lab Presenters are advised to organise a Lab Assistant for their Lab session(s); your Lab Assistant will need to have a good technical ability to help support delegates attending your session.

Advertising/ Marketing

Speakers are permitted to say who they are and who they work for. This should take no more than two minutes. Moreover, each speaker will be introduced by a third party (usually a Committee member or other person assigned by the Committee). The integrity and quality of this conference is undermined by sales pitches made in a user-focused environment. Not only will it reflect poorly on DBEI as an organisation, but also on the presenter. If sales and marketing is what you seek, there are alternative methods to reach your audience. These are discussed in the event's sponsorship prospectus.

Your best form of advertising is a high quality, user-driven presentation of the capabilities of your product or service. Delegates selling themselves on a product are always stronger prospects than delegates being sold to, and this won't contravene DBEI policies!

Speakers shall not advertise their goods, products or services outside of this introduction. They may offer to meet with delegates after the session is complete. Based on the limited time available for each session, information advertising the speaker's products and services may be provided in the session handout (which is separate to any visuals such as a slideshow presentation). This shall be limited to no more than 150 words. Brochures may not be included in the session handouts and may not be distributed at the door without prior written consent of the DBEI committee. Company banners or other promotional material are not allowed to be displayed during your presentation.

Speakers in breach of these terms may have their classes cancelled and be asked to leave the event. No compensation or refund will be provided for any expenses already incurred and no speaking opportunities at future DBEI events will then be considered.

Reseller, Distributor or Developer (RDD)

As this conference is a 'for users, by users' style event, conditions for RDDs are as follows:

RDDs speaking on a general topic are welcome to do so and must adhere to the above conditions set out under Advertising/ Marketing.

RDDs presenting a software specific session (i.e. one related to software that has been developed or is owned by the RDD) are required to have the class presented by a customer (this customer must be listed in the abstract as the primary speaker and the RDD is the co-author). The RDD may introduce their customer and product but should speak only for a minority of the session duration.

RDDs in breach of these terms may have their classes interrupted and be asked to leave the premises. No compensation or refund will be provided for any expenses already incurred and no speaking opportunities at future DBEI events will then be considered.

Decisions relating to the appropriateness of class content are at the complete discretion of the DBEI Committee.

At the Conference

Presenter computers will ONLY be provided in Labs. All other speakers are required to use their own laptop with HDMI outputs or Display port and would be expected to have tested their laptop with the projector and presentation equipment the day before their session timeslot. Those running Labs would be expected to have loaded and tested

their presentation and datasets on the computer and presentation equipment provided within the Lab on the day before their session.

Conduct

DBEI Events are professionally run for the benefit of the industry. Speakers are expected to conduct themselves in a similar professional manner.

Notice of Cancellation/ Absenteeism

If you have your abstract accepted, but then withdraw, the DBEI Committee reserves the right to find a substitute speaker to present your material.

If you've submitted your presentation or handout and then find you cannot present on the day of the conference, you can either find your own replacement speaker for your topic or DBEI will work with you to find a substitute speaker to present your material. In this circumstance, you would still be able to receive credit for your work.

Should you discover you cannot present we expect to be notified immediately so alternative arrangements can be made. It is your responsibility to assist DBEI in finding a replacement speaker and if unsuccessful, DBEI reserves the right to charge you the no-show fee.

DBEI, at its discretion, may choose to pass on associated costs to an accepted speaker who fails to advise the DBEI committee of any last-minute cancellation. These include, but are not limited to flights, meals and accommodation costs. In submitting your abstract, you agree that you or a co-author will be registered to the conference to present the successful paper.

Cancellation of your presentation without reasonable explanation (and all efforts to find a suitable replacement speaker) to DBEI will impact future abstract acceptances.

Speaker Debrief Attendance

DBEI expects that all speakers attend the Speaker Debrief to be held on Day Three, once the conference has concluded. If a speaker needs to leave the conference early and is unable to attend the Speaker Debrief they are to advise DBEI in advance.

Speakers absent in the Speaker Debrief, who have not advised us previously, will not receive a speaker gift.

What Speakers Can Expect of DBEI Organisers

In the Lead up to the Conference

A speaker will be provided with a DBEI branded Microsoft® PowerPoint® template from which they will prepare their presentation. For Microsoft PowerPoint presentations, failing to use this template may require the speaker to rework and resubmit the presentation. Other formats may be used by arrangement with the DBEI Speaker Manager (Adobe® Captivate®, Prezi® etc.)

The Speaker Manager is able to assist and provide guidance for speakers, in particular first-time speakers, with any concerns they may have. Further to this, DBEI will conduct a webinar to assist speakers in the development of their presentation and handouts (time and date TBA).

The Speaker Manager or representative will make regular contact with the speaker to ensure the development of the presentation remains on track.

Speakers will be provided with sample DBEI presentations as a guide in developing their own as well as other handy tips and tricks.

DBEI reserves the right to cut a class if delegate registrations (to the class) are not high enough. This will not impact your speaker entitlements.

At the Conference

Speakers can expect to have someone introduce them prior to the start of the session and to have a room attendant to assist in timekeeping and general order during the presentation.

On-site technical support for any last-minute audio-visual issues will be available. Speakers will have a time clock to assist with the pace of the presentation.

Speakers' Entitlements

Speakers have been divided into the following two categories and their specific entitlements are as follows:

1. General Speakers presenting on a general topic

Complimentary registration will be offered to the primary speaker for the first accepted abstract. Travel and accommodation is at the speaker's own expense. For each subsequent successful abstract, an honorarium of €300 will be paid. Speakers presenting a double Lab or masterclass will receive €200 for each additional session presented.

This will be paid in the form of a cheque, direct deposit, or as credit towards your accommodation at the conference, after your presentations have been made.

A co-speaker will not be entitled to either the complimentary registration or the honorarium, although the honorarium may be shared between the primary and co-presenter at the discretion of the primary presenter.

Panel members

Invited members of any panel discussions will not be entitled to either the discounted registration or honorarium unless they have already qualified in the category above.

General entitlements

All speakers are invited to join sponsors and the DBEI Committee for the Speaker Sponsor Function and a short briefing prior to the conference (Wednesday 9 October 2019).

Speakers and their employers will receive acknowledgement in the final wrap up session of the conference. By way of presenting at a DBEI event, speakers will receive acknowledgement from their peers.

Speakers may be entitled to additional CPD points, depending on the professional associations they are members of.

Failure to fulfil these speaker requirements will lead to you forfeiting your speaker entitlements.

Presentation Guidelines

What Makes a Presentation Successful?

- Presentation and/ or handout materials written in sentence case and in clear, concise English.
- The presentation viewed on screen should be short and succinct leaving the handout to provide the additional details.
- The presentation should be readable from the rear of any session room.
- Minimum font sizes (as provided in the presentation template material) should be adhered to for this reason.
- It grabs the viewers' attention.
- It clearly communicates your information.
- It communicates your energy, enthusiasm and confidence.
- You stay in control of your presentation.
- You avoid reading straight from the presentation/ handouts.
- You allow enough time for questions and answers at the end.

Further tips can be found at:

<http://www.speakingaboutpresenting.com/delivery/keep-to-time-presentation/>

Review and Feedback

Speakers will be rated at an operational level (timeliness of submissions, completeness according to criteria requested, responsiveness to contact, etc.), which will be added to the delegate feedback to provide an overall speaker rating.

DBEI is always looking for ways to improve all aspects of the conference. If, as an accepted or potential speaker, you have any suggestions, please feel free to pass them onto the DBEI Speaker Manager.

Speaker Webinar

Digital Built Environment Institute will offer a Speaker Webinar covering Speaking Tips & Tricks to assist in putting your presentation together. This will be run approximately 8-12 weeks out from the conference, confirmation of the date will be sent to speakers once the date has been finalised. This webinar is designed primarily for new/ inexperienced speakers, but all speakers are welcome to attend and contribute to the discussion.

Speaker Community

DBEI speakers and general interested parties can utilise the LinkedIn group 'RTC Community' to share and discuss items.

Refer to <http://www.rtcevents.com> to join the community.

Speaker Acceptance

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