



The 13th Linguistic Landscape Workshop

semiotic landscapes in educational spaces

7 - 9 September 2022 | Universität Hamburg

Technical instructions for presenters

Last edited: 4 August 2022

Venue

All plenaries and parallel sessions are located in [VMP8](#), the Faculty of Education building on the University's Main Campus ([Google maps link](#)). The rooms are on the floors labeled **EG** (Ground floor) and **2. OG** (2nd floor).

- All Plenaries and Keynotes: Anna-Siemsen-Hörsaal (EG)
- Room 08 (EG) – Capacity: approx. 30 – Equipment: Type A
- Room 20 (EG) – Capacity: approx. 30 – Equipment: Type A
- Room 211 (2. OG) – Capacity: approx. 45 – Equipment: Type B
- Room 212 (2. OG) – Capacity: approx. 45 – Equipment: Type B
- Room 213 (2. OG) – Capacity: approx. 45 – Equipment: Type A

Please consult the workshop programme to find the session room you will be presenting in.

All rooms will be accessible 30 minutes before the start of the first session in the morning. A member of our conference team will be in the room at all times to help out with technical issues.

Room equipment

- **Type A Rooms: Large moveable screen**
These rooms are equipped with large screens that have integrated loudspeakers and HDMI slots. **Please prepare your slides with an easily readable font and sufficiently large font size** to ensure good readability for everyone in the room.
- **Type B Rooms: Projector**
These rooms are equipped with a projector and additional loudspeakers. Available connection types are VGA for the projector and AUX for the loudspeakers.
- **Adaptors** will be provided in each room, either from **HDMI to USB-C** or from **VGA to HDMI or USB-C**.
- In the interest of avoiding delays due to incompatible formatting, **please keep your slides as simple as possible and bring along a PDF copy**.

Your presentation

- Presenters are requested to **use their own laptop or that of the immediately preceding speaker** for their paper.
- Please **test the connectivity of your laptop beforehand**. Best time to do this is in the break before your session. **Alternatively, transfer your file via USB stick to the laptop of another speaker** in your session, subject to mutual agreement.
- Any time loss due to technicalities will be extracted from your own presentation time.

- If you need a **laser pointer**, please bring along your own; we can't provide these.
- **Handouts:** Please bring your own handout. If you need to make copies, there are several copy shops on and around Campus. Ask our conference desk team for advice.
- **Time:** Each paper is allocated **max. 30 mins = 20 mins of presentation + max. 10 mins of discussion**. Any extension of presentation time will come at the expense of your discussion time. As always, please expect people moving in and out of the room towards the end of your paper.
- **Chairing:** All sessions are chaired by volunteers and/or session participants.

WLAN and Social Media

- Eduroam is available throughout Campus.
- Alternatively, Wireless Internet Access vouchers will be distributed upon registration.
- Post your conference stories and photos online with the hashtag **#LL13**