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IBA Annual Conference – speaker submission process guide

Initial points to note

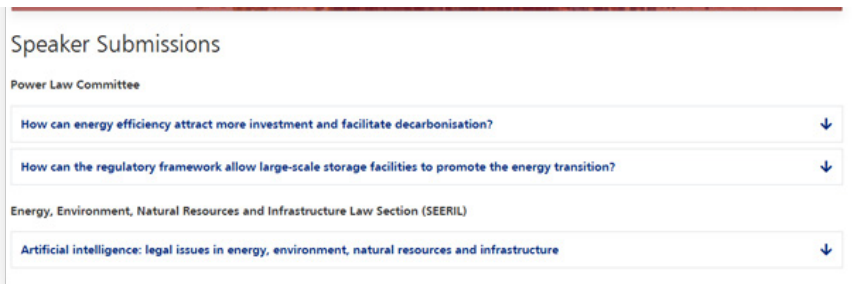
- If you have additional speakers that you wish to add at a later date, you can simply repeat the process outlined in this guide as many times as required, ensuring that you have uploaded any additional speakers before the **26 June** deadline.
- There is no limit on the number of speakers you can submit at any one time.
- Speakers can only be removed from a session via the IBA Divisions team, therefore you must email: **divisions@int-bar.org** for any cancellations.
- If you have speakers that may require expenses, you will still need to submit them via the process outlined in this document, but you will need to alert the IBA Divisions Team separately with the details of what expenses are required. More information on speaker expenses, and what is available to them, can be found on the [Annual Conference FAQs page](#), under the '**Panel/speaker information**' section.
- The online programme will be updated weekly, usually every Friday, so the speaker that you submit may not appear, or be removed, immediately, due to the high volume of panellist submissions that we receive.
- For any questions or queries you may have about the Annual Conference and it's sessions, you can visit the [Annual Conference FAQs page](#), or contact the IBA Divisions team at: **divisions@int-bar.org**

STEP 1: Locating the link to submit your speakers

- All IBA Officers would have received an email with a link to access the speaker submission page. For convenience, this link can be found [here](#). (You must be signed into your myIBA account first).
- The link can also be found and accessed via your myIBA account.

STEP 2: Selecting your session

- Once you have navigated to the speaker submission page, you will be prompted to select the session that you wish to upload your speakers to.
- This page will list all the sessions led by your Committee, as well as any Section-wide sessions that your Committee is involved in (example below):

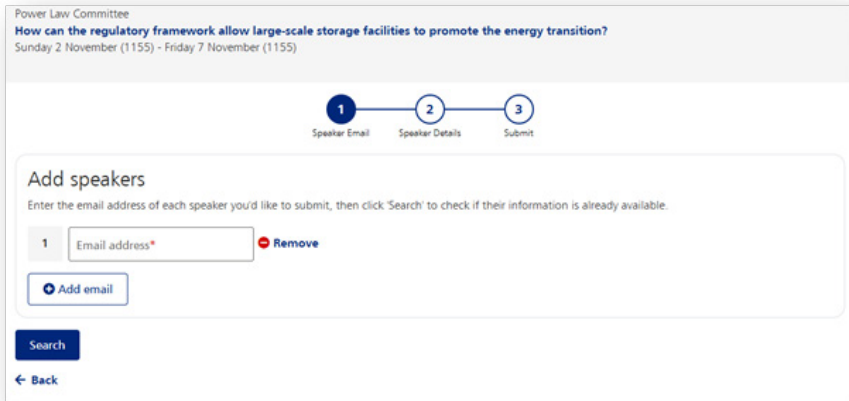


- You can then go ahead and click on your session, which will bring up an 'Add Speakers' button. Click this button to go to the next step, where you will upload the speaker information (example below):

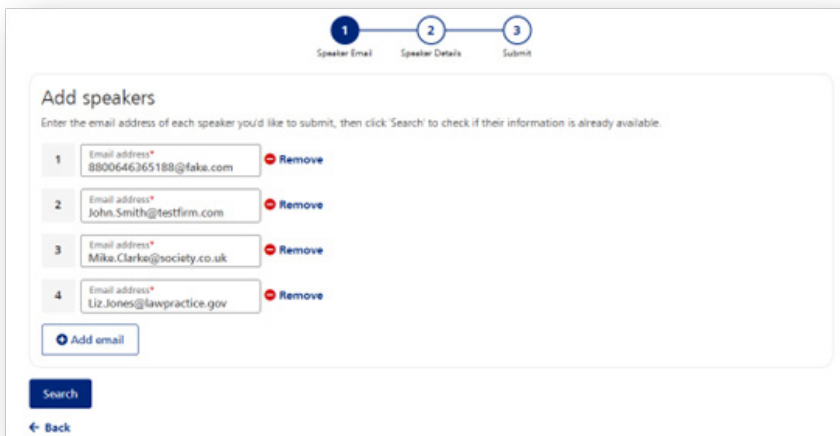


STEP 3: Entering your speakers' email address

- Once you have clicked the 'Add Speakers' button, you will be brought to the following screen below, where you will be prompted to enter the email addresses of ALL of your speakers for the specific panel that you are uploading speakers for:
- You can click the 'add email' button to add more email address fields, and the 'remove' button to remove any speaker email addresses that you may have entered in error.



- Once you have entered the email addresses for all of your speakers, you will need to click the 'Search' button:



STEP 4: Entering your speakers information

- Once you have clicked 'Search', you will see the screen below.
- The speakers marked with 'Found' in green are those that are already on our database, so their information will automatically populate.
- For the speakers that are marked 'Not Found' in yellow, you will need to manually enter their information, as this means that they do not currently exist on our database.

1 Speaker Email 2 Speaker Details 3 Submit

Complete Speaker Details

Please fill in the empty fields below and review the speakers you are submitting to ensure they are correct. You can remove a speaker row if it's not correct.

Email	First name*	Last name*	Firm*	Role*		
8800646365188@fr	Mart	Sand	Setterwalls Advokatli		Found	Remove
John.Smith@testfirm					Not Found	Remove
Mike.Clarke@society					Not Found	Remove
Liz.Jones@lawpracti					Not Found	Remove

Submit

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- Once all boxes are filled in, you will also need to select the role of each speaker on the panel in the final column (I.e. whether they are a session chair, moderator, speaker etc.):

1 Speaker Email 2 Speaker Details 3 Submit

Complete Speaker Details

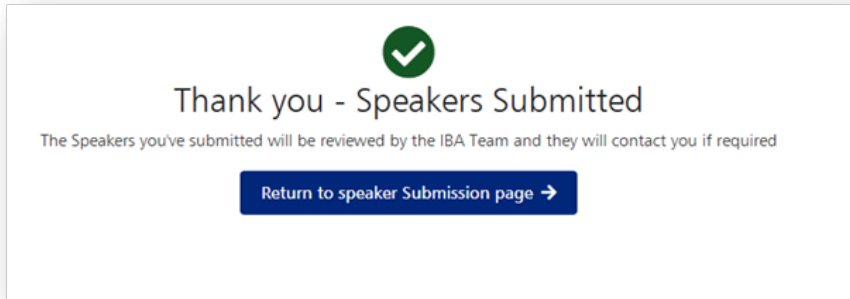
Please fill in the empty fields below and review the speakers you are submitting to ensure they are correct. You can remove a speaker row if it's not correct.

Email	First name*	Last name*	Firm*	Role*		
8800646365188@fr	Mart	Sand	Setterwalls Advokatli	Session Chair	Found	Remove
John.Smith@testfirm	John	Smith	Test Firm	Speaker	Not Found	Remove
Mike.Clarke@society	Mike	Clarke	Society Firm	Speaker	Not Found	Remove
Liz.Jones@lawpracti	Liz	Jones	Law Practice UK	Conference Co-Chair Interviewee Speaker Session Co-Chair Session Chair Interviewer Opening Remarks Moderator	Not Found	Remove

Submit

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- When you are happy with your speaker lineup, you can hit the 'Submit button'. This will then give you one final overview of your panel in case you want to make any changes. Then you click 'Submit' again one final time to submit the speakers.
- If everything was completely correctly, you will see the following message, letting you know that your speakers have now been submitted and are under review by the IBA team:



- If no issues are identified when the IBA team reviews the panel, then the speakers will be added shortly thereafter to the session page on the IBA website.



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