



# Speakers Guide

<p><b>What types of session do the Atelier offer?</b></p>	<p>We are open to many different sessions, but we mainly have:</p> <ul style="list-style-type: none"> <li>• One-hour workshops</li> <li>• 30-minute track talks</li> <li>• 15-minute lightning talks</li> <li>• One-hour panels with roughly four panellists and a facilitator</li> <li>• Facilitated games/karaoke/discussions</li> </ul>
<p><b>What about the venue?</b></p>	<p>The venue is Wharf Chambers in the centre of Leeds.</p> <ul style="list-style-type: none"> <li>• Website - <a href="https://www.wharfchambers.org/">https://www.wharfchambers.org/</a></li> <li>• Address - 23-25 Wharf St, Leeds LS2 7EQ</li> <li>• Directions to and from <a href="#">Leeds Rail Station</a></li> <li>• Directions to and from <a href="#">Leeds Bus Station</a></li> <li>• Nearest parking - <a href="http://www.leedscarpark.co.uk/">http://www.leedscarpark.co.uk/</a></li> <li>• Wharf is a safe space for LGBTQ community – guidelines can be found here - <a href="http://www.wharfchambers.org/accountability/">http://www.wharfchambers.org/accountability/</a></li> <li>• There are lots of pictures here to get a feel for what Atelier looks like: <a href="http://testingatelier.community/previousateliers">http://testingatelier.community/previousateliers</a></li> </ul>
<p><b>What time does it start and end?</b></p>	<p>The Atelier day will be a bit like this:</p> <ul style="list-style-type: none"> <li>• The Gang will arrive at about 0800 to setup.</li> <li>• People start arriving at about 0830 for a coffee.</li> <li>• Intro at 0920, sessions begin at 0930</li> <li>• Breaks for 30 mins in the morning, an hour for lunch, 30 mins in the afternoon.</li> <li>• After 1500, talks and workshops end, panels and interactive discussion begin, a relaxing end to the day with some laughs.</li> <li>• Finish at 1630, drinks and board games or head home.</li> </ul> <p>As a speaker, you can:</p> <ul style="list-style-type: none"> <li>• Ask us for a certain time of day to speak, for whatever reason, we will do our very best to make it happen.</li> </ul>
<p><b>What rooms are available to speak in?</b></p>	<p>There are essentially 3 rooms, we will tell you what we call them, it's easier that way:</p> <ul style="list-style-type: none"> <li>• The Bar – downstairs with 7 or 8 tables</li> <li>• The Gig Room – downstairs with rows of chairs in a lecture style.</li> <li>• Upstairs – upstairs large, multipurpose space either lecture or workshop style. This room is not accessible for those in wheelchairs and would challenge those with limited mobility (basically walking up external stairs).</li> </ul>
<p><b>What about the audio-visual setup?</b></p>	<p>There are essentially 3 rooms, we will tell you what we call them, it's easier that way:</p> <ul style="list-style-type: none"> <li>• The Bar – none, although we have set up a screen downstairs</li> <li>• The Gig Room – PA for music is setup, projected onto the wall.</li> <li>• Upstairs – No PA, projected onto the wall.</li> </ul> <p>We'll be honest, AV has been a challenge for us, we recommend:</p> <ul style="list-style-type: none"> <li>• Slides using high contrast to get the best out of the projector.</li> <li>• If you wish to play videos or have music, let us know before the day and we'll bring speakers.</li> </ul>



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<b>How can you contact us?</b>	<ul style="list-style-type: none"><li>• Twitter - <a href="https://twitter.com/testing_atelier">https://twitter.com/testing_atelier</a></li><li>• Email – <a href="mailto:ash@diagramindustries.com">ash@diagramindustries.com</a></li><li>• Phone – 07725206746</li><li>• If you have concerns or improvements to the speaker experience, please let us know, feedback is the breakfast of champions.</li><li>• The Atelier Gang is Gwen Diagram, Nick Judge, Stephen Mounsey, Richie Lee, Markus Albrecht and Ash Winter, with special nods to our Alumni Sophie Jackson Lee, Fredrik Seiness and Ritch Partridge.</li><li>• The details above will get you through to Ash in the first instance.</li></ul>
<b>What about refreshments and lunch?</b>	Wharf is a vegetarian venue, we try and source vegan food for our attendees. Any specific requests regarding allergies just let us know. Fruit is available too. Tea, coffee and soft drinks are available from the bar, sponsors pay. Beer and wine is available after lunch, we trust our attendees to drink responsibly.
<b>What about speakers' expenses and payments?</b>	Although most speakers are from the local area, we are committed to paying reasonable travel expenses, usually train fares or mileage by car (45p per mile) with a maximum of £25. There is no provision for accommodation, apart from staying at one of organisers houses, which we can totally do. The Atelier does not pay an honorarium for a session. Expenses will be reimbursed in cash, on the day.
<b>Will the sessions be recorded?</b>	Yes, unless you explicitly say no. We will ask this as well and won't be offended whatever your answer is. Jon the Media Wizard is very nice, deals with microphones and once editing is complete, we will post to our YouTube channel.
<b>Is there a code of conduct?</b>	Yes, we do: <ul style="list-style-type: none"><li>• <a href="http://testingatelier.community/images/ateliercodeofconduct.pdf">http://testingatelier.community/images/ateliercodeofconduct.pdf</a></li></ul> Any feedback, please let us know. We are serious about being an inclusive conference, adhering to the Code of Conduct as a speaker, organiser or attendee is very important.