



Higher Education in Israel Network of English Teachers



THE 9TH INTERNATIONAL H-INET CONFERENCE

IN COLLABORATION WITH THE ISRAELI FORUM OF ACADEMIC WRITING (IFAW)

GUIDELINES FOR SPEAKERS

Congratulations on being part of the H-INET 2026 program. These guidelines are here to help every session run on time and work well for delegates — whether you're presenting on zoom or in a room. Please read them before the conference and get in touch with the organizing committee if anything is unclear.

1. The Conference at a Glance

- **Sunday, 6 September — Online (Zoom).** Keynotes, panels, and parallel sessions (A1–A3, B1–B3) take place on Zoom. Zoom links are listed in the online programme (e.g. "Zoom A1", "Zoom Panel").
 - **Monday, 7 September — Face-to-Face.** Sessions move to the physical venue at the Arab Academic College of Education-Haifa, with parallel sessions (C1–C3, D1–D3) taking place in designated rooms, as specified in the program.
 - **Check the live program close to the date.** Room assignments, moderators, and exact times are subject to change — always confirm your slot in the online agenda rather than relying on an earlier draft or PDF export.
- Program Link:** <https://program.eventact.com/Agenda/Program?Event=38419&agenda=14871&lang=en>

2. Before the Conference

- **Stay faithful to your abstract.** Delegates choose sessions based on the abstract in the program — please keep your talk aligned with what was submitted and accepted.
- **Rehearse against the clock.** Time your run-through, including a buffer for Q&A. This is especially important in parallel-track sessions, where running over time can delay subsequent speakers and disrupt delegates moving between rooms.
- Chairs will introduce you briefly from your speaker profile — you won't need to introduce yourself, so save that time for content.
- **Presentations – USBs cannot** be accessed at the host institutions computers. Presentations emailed to our conference team will be uploaded and ready for presentation in your designated rooms. You can also access your presentation via internet (e.g., cloud, email the presentation to yourself, access your Canva account, in which case, please arrive at least 15 minutes early to your session to access it.)

Presentations can be emailed up to 48 hours in advance to Dr. Hiba Hamarshi:

hiba.hamarshi@arabcol.ac.il

3. Session Types and Timing

The Conference offers a rich program with diverse types of presentation. Know which one you're giving:

- **Parallel-track oral presentations:** 15-minute slots. With three or four papers back-to-back in the same room, sessions run on a strict clock — plan for roughly 10–12 minutes of talk and 3–5 minutes of questions, and stop when the chair signals time.
- **Keynotes:** 60 minutes, including Q&A at the end.
- **Workshops and panels:** 60 minutes, generally more interactive and audience-driven than a standard paper.

Session moderators are there to keep things on schedule — please follow their time signals without needing to be cut off.

4. Presenting Online — Sunday 6 September

- **Test your setup beforehand:** camera, microphone, and a stable internet connection. Join a few minutes early to confirm everything works with the session host.
- **Light yourself well.** Have a window or light source in front of you, not behind you — backlighting makes you hard to see.
- **Screen-share cleanly.** Close unrelated tabs and notifications before you share your screen.
- **Stay muted when you're not presenting** if you're joining earlier in a session block with other speakers.
- **Have a fallback plan** for a dropped connection — a phone hotspot or a colleague who can share your slides if needed.

5. Presenting In-Person — Monday 7 September

- **Arrive at your room early (approximately 10-15 minutes prior to the start of your session)** to get set up before your session starts.
- **Keep handouts minimal.** Where possible, share a link or QR code to resources instead of printing — and please don't rely on the venue for photocopying.

6. On the Day

- **Questions before the conference:** contact the H-INET organizing committee:
Dr. Debbie Hellerstein: debbie.wcess@gmail.com
Dr. Roseanne Kheir-Farraj: roseannek@yvc.ac.il
- **Technical issues on the day:** flag them immediately to your session's moderator rather than trying to troubleshoot mid-session — they can adjust timing or bring in support.

We look forward to your presentation — thank you for helping make H-INET 2026 run smoothly for everyone.