



UKFIET Conference 2021

Symposium Session

You have been invited to present a symposium at the conference.

Please note the following:

We do not require symposia to submit pre-recorded presentations.

You are free to plan and run your session as you wish with a Chair, but we request that you submit a **running order** for the session so that we can assist if necessary and know what you are planning.

Confirmation of the names of the presenters, this often changes from abstract submission.

It is the symposium convenor's responsibility to ensure that presenters are registered for the conference in order that they have presenter access in the conference platform. The registration deadline for presenters is 1 July.

We require slide decks where they are being used – please note that they should not be in pdf format as if we need to run them, they will not work. These will be used for back up purposes.

Deadline for slides and running order is **9 August**.

Submission via file upload service – We Transfer or similar (this is free and no account required) to conference@ukfiet.org **DO NOT** try to email the files as they will be too large.

IMPORTANT – Please save the file with your name and the first 5 words of your presentation title e.g. *Smith_Building-Back-Better-in-Education* PLEASE DO NOT name your file UKFIET!