

ICC Language Association – Conference Presentation Policy

Date: May 16, 2025

The ICC Language Association is committed to upholding high standards of academic integrity, professionalism, and inclusivity in all conference activities. This policy outlines key guidelines regarding authorship, copyright, eligibility to present, certification, and related matters to ensure a fair and respectful environment for all participants.

1. Authorship and Copyright

- By submitting a proposal and delivering a presentation, presenters confirm that:
 - They are the original authors of the work.
 - All content (text, visuals, data, media) is either their own or used with appropriate attribution and permission.
 - No copyrighted material is included without proper licensing or authorization.
 - The ICC Language Association reserves the right to request proof of ownership or permission for any materials presented.
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2. Use of Presentation Materials

- Presenters may be invited to share their materials (e.g., slides, handouts) for post-conference dissemination through ICC platforms.
 - Sharing is voluntary, but presenters are responsible for ensuring that all materials are copyright-compliant and properly attributed.
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3. Presentation Content Guidelines

- Presentations should align with the theme and goals of the conference and reflect academic and professional standards.
Note: We only accept language presentations that are specifically geared toward adult learners.
 - Content must be respectful, relevant, and inclusive. Discriminatory remarks, offensive language, or inappropriate visuals will not be tolerated.
 - Overt commercial or promotional content is not permitted unless specifically approved by the organizing committee.
 - Presenters are encouraged to facilitate thoughtful discussion and foster an environment of constructive exchange.
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4. Accessibility Considerations

- Presenters are encouraged to make their content accessible to all attendees, including:
 - Using clear, legible fonts (minimum 24 pt) and high-contrast visuals.
 - Avoiding excessive jargon and using plain language where appropriate.
 - Providing handouts or alternative formats for attendees with specific needs, when feasible.
 - Presentations should include:
 - A limited number of slides (approximately 20 to 25).
 - Minimal text per slide—only 5–7 bullet points and no more than 25 words per slide.
 - Delivery that avoids reading directly from slides—speak freely.
 - Opportunities for participant engagement (e.g., asking questions, inviting reflection).
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5. Audio/Video Recording and Photography

- Conference sessions may be recorded or photographed by the ICC Language Association for archival and promotional purposes.
 - By participating in the conference, presenters consent to the non-commercial use of their image, voice, and presentation materials, unless they request otherwise in writing prior to the event.
 - Presenters must not record, photograph, or distribute content from other participants without obtaining their consent.
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6. Eligibility to Present

- Presenters must be formally registered for the conference and physically present during their scheduled session.
 - Only individuals who deliver or co-deliver the presentation in person are recognized as official presenters by the ICC.
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7. Certificates of Presentation

- Certificates of Presentation will be issued only to those who:
 - Are listed as official presenters in the final conference programme.
 - Deliver their presentation in person at the conference.
- Co-authors or collaborators who do not attend and present are not eligible to receive a certificate.

8. Presenter Withdrawal and Replacement

- If a presenter is unable to attend, they must notify the ICC Conference Committee at the earliest opportunity.
- Any replacement presenter must be approved in advance by the committee and meet all registration and eligibility criteria.
- Certificates cannot be transferred to replacement presenters who were not present or not approved.

9. Code of Conduct

- All presenters must adhere to the ICC's values of academic integrity, respect, and inclusion.
- Any form of plagiarism, misrepresentation, or unethical conduct may result in:
 - Immediate disqualification from the conference.
 - Withdrawal of any certificates issued.
 - Exclusion from future ICC events.

10. Policy Exceptions

- Exceptions to this policy will be considered only under exceptional circumstances and must be requested and approved in writing by the ICC Conference Committee before the start of the conference.