

Guidelines for WLIC Authors and Presenters

You have been accepted or invited to present at the IFLA World Library and Information Congress (WLIC). The following guidelines are expected from all WLIC presenters.

Preparing accessible papers

- Proposed papers are to reflect the conference theme: **Uniting Knowledge; Building the Future**
- [Use the template provided to submit your paper](#) and the [WLIC PPT](#) to submit your presentation.
- Tables are discouraged, but if you must, mark table rows - header, total, etc. and provide a table summary using the Alt Text box
- Use Alt Text for images
- Use the Accessibility Checker provided in Word prior to submitting

Submitting your paper/presentation

- Complete the [Author Permission form](#)
- Early submission is encouraged so that your paper can be checked and made available online.
- The WLIC session coordinator may request additional information from you, for the purposes of your introduction.

Preparing accessible presentations

- Presentations can be made in any official IFLA language. Check with the WLIC session coordinator to determine whether there will be simultaneous interpretation available during your Session.
- Keep the slide background simple – do not put text over watermarks or images.
- Make a clear distinction between the colour of the content and the colour of the background.
- Limit the text on the page and keep the font size above 22 pt.
- Avoid complete sentences using only enough words to convey the content.
- Avoid all caps or italics
- Limit writing inside the slides to maximum 6 lines
- If you are using interactive features, let people know before you start, for example "We are going to have a poll later. We will ask you what your opinion is."

- Use only Sans Serif fonts such as Arial, Calibri, Century Gothic, Tahoma, Trebuchet, Univers, Verdana
- Use slide layout templates. Avoid adding text boxes or items on top of the content boxes provided in the layout templates. Visual assistive technology may jump/ignore items that are added to the pages and are outside the templates.
- Use unique slide titles for each slide. Caption photos and graphics.
- Do not use shapes. Assistive technology screen readers will not identify shapes.
- Avoid animation and automatic slide transitions since they can be distracting and cause difficulties for readers and screen readers.
- If a video is embedded in the slide deck, include captioning if possible. If an audio only file is embedded, ensure a transcript is included.

Presenting at WLIC

We want to make WLIC a positive experience for all participants. If you have accessibility needs (for example, low vision or blindness, dyslexia, deafness, language, or other reading difficulties) please contact the Session Coordinator so we can work together to provide accommodation.

Presenting slides, posters and other content

- Speak slowly. This helps people who need both physical and cognitive accommodations and those for whom the webinar is not in a familiar language.
- If slides are not provided in advance, begin and end the presentation by telling participants where, when, and how they can get a copy of the slides or recording of the event.
- When presenting a slide
 - Read the slide title first
 - Read the slide content
 - Read a bullet point, make additional comments, and then go on to the next bullet.
 - Describe any photos or other graphics.

Registering for WLIC

- Speakers register to attend the Congress through the [WLIC registration page on the WLIC 2025 website](#).
- Speakers cover their own costs for attending the conference. Limited funds are available to cover day registration fees of speakers from

disciplines outside of the library or other information professions.
Contact your session coordinator for more information

- Session coordinators can issue a special invitation letter for author(s)/presenter(s) of accepted papers, if needed.
- IFLA cannot pay any travel or accommodation costs of attending the Congress, however, [several Conference Participation Grants are available](#).

At WLIC

- Upload your presentation in the “Speaker Preview Programme Room” at the conference center **no later than 3 hours** before your session. It is not possible to bring the presentation to the session room and use it from a USB stick or from an online location.
- Please see the WLIC website for further details of the programme, region, travel, lodging options and tours.