

SENIA Dubai 2026 Speaker Agreement

Due Date: November 24, 2025

Conference Theme: *The Transformative Power of Belonging*

Dates:

- April 10, 2026 – Pre-Conference
 - April 11-12, 2026 – Conference
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Overview

Thank you for your commitment to presenting with SENIA International. This agreement outlines the expectations and guidelines for all presenters to ensure that sessions are inclusive, professional, and aligned with SENIA's mission. By confirming your participation, you contribute to an enriching and accessible conference experience for all participants.

Please note that all presentations take place during the **conference weekend (April 12–13)**, not during the pre-conference day.

Speaker Guidelines

SENIA International Presentation Guidelines support presenters in delivering inclusive and effective sessions.

Presentation Content and Delivery

1. **Model Inclusive Practices:** Reflect best practices that support diverse learning needs.
2. **Interactive Approach:** Incorporate discussion, participation, and hands-on activities.
3. **Inclusive Language:** Use people-first, respectful terminology consistent with SENIA's *Language Matters* guide.

4. **Respect and Dignity:** Maintain a professional, welcoming tone for all attendees.
5. **Accessible Slides:**
 - Limit slides to 1–3 key points.
 - Use high-contrast color combinations.
 - Choose a clear sans-serif font (e.g., Arial or Calibri, minimum 24pt).
6. **Diverse Representation:** Include examples and visuals representing a range of perspectives and backgrounds.
7. **Multi-Sensory Approach:** Use multiple methods to convey information (visual, auditory, interactive).

Preparation and Accommodation

1. **Accessibility Planning:** Include captions in videos and consider other accessibility needs.
2. **Flexible Pacing:** Allow adequate time for participant reflection and questions.

Professional Conduct

1. **Stay Current:** Use the latest research and evidence-based practices.
2. **Maintain Confidentiality:** Protect individual identities in all shared examples.
3. **Time Management:** Honor assigned time limits, including Q&A segments.
4. **Provide Resources:** Offer follow-up materials or recommended readings where possible.

By adhering to these guidelines, presenters help uphold SENIA's commitment to inclusion and professional excellence.

Speaker Requirements and Key Dates

Before Confirming Participation:

- Ensure you can obtain a visa for entry into Dubai (UAE).
- Confirm travel and leave approval with your school or employer.
- SENIA cannot issue refunds if a visa is denied or time off is not approved.
- Begin arranging travel and accommodation (these are not covered by SENIA).

By December 31, 2025:

- Register for the conference using your presenter discount code:
 - *Solo presenters*: **\$100 discount – Code: Presenter14**
 - *Co-presenters (maximum two per session)*: **\$50 discount each – Code: Copresenter14**
- All presenters must complete registration by this date.

Starting January 1, 2026:

- Begin building your speaker profile on Whova (details will be sent during onboarding).

By January 16, 2026:

- Record and upload your one-minute *introduction video* for marketing and promotion.

By March 13, 2026:

- Upload all *session materials* to Whova.
- First-time SENIA presenters must also submit a PDF copy of their presentation for review.

April 10–12, 2026:

- **Conference Days:**

- Log into Whova to verify your bio, session details, and uploaded materials.
- Be prepared for your session on-site in Dubai.

Presentation and Participation Guidelines

Developing Your Presentation

- Prepare your slides and materials for display in advance.
- Ensure all content aligns with your approved proposal and the conference theme.

Introduction Videos

- One-minute promotional video due January 16, 2026.

Session Materials

- Final presentation materials due March 13, 2026.
- Ensure materials are clear, professional, and accessible.

Speaker Responsibilities

Keynote and Pre-Conference Speakers

- Keynotes lead full-day pre-conference workshops and deliver plenary sessions.

Workshop Presenters

- Follow all content and submission guidelines and adhere to the published schedule.

Profile Development

- Update Whova profile and confirm all logistics (visa, flights, accommodations) well in advance.
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Registration

- **Solo Presenters:** \$100 discount
 - **Co-Presenters:** \$50 discount each
 - Register by **December 31, 2025**, to confirm participation.
 - Registration completion confirms agreement to participate.
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Logistics and Participation

- **Visa:** Confirm approval before committing to travel. SENIA cannot refund tickets due to visa or employer issues.
 - **Arrival:** Bring any presentation materials or required adapters (e.g., HDMI dongles).
 - **Setup:** Details regarding technology setup will be shared closer to the event.
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Engagement and Networking

- **Promote Your Session:** SENIA will provide branded graphics to share between February–March 2026.
 - **Whova Interaction:** Keep session descriptions current and engage with attendees before and during the event.
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Conference Day Details

- **Check Session Details:** Verify all information on Whova before April 10.
 - **Speaker Badges:** Collect your speaker lanyard and badge at registration.
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Post-Conference

- **Feedback:** Complete the post-event survey and share reflections.
- **Certificate:** Presenters will receive a digital certificate of appreciation.
- **Follow-Up:** Expect a thank-you message and an invitation to join SENIA's networking community on Mighty Networks.