



## BILT Europe 2024

Radisson Blu Latvija Conference & Spa

7<sup>th</sup>- 9<sup>th</sup> May, 2024

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## Key Contact

### Information

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### Speaker Acceptance

By submitting an abstract, speakers acknowledge that they have read, understood, and agree to abide by the requirements and conditions listed within this agreement.

### Background Information

Digital Built Environment Institute (DBEI) is committed to the ongoing improvement of the AECO/FM industry. We actively promote better use of new technologies and collaborative frameworks. We actively promote knowledge sharing and learning through participation. We are run by users, for users, not driven primarily by commercial imperatives. Our community comprises thought leaders, technology implementers, practitioners, and vendors.

The sessions we convene during our conference may be technical, solutions-based, or process driven in nature, and always with a view to the delegates gaining and/or contributing something from/to the session. The conference is about sharing knowledge at an industry community level.

### Becoming a Speaker

There are two ways to speak and present at BILT Europe 2024:

1. Submitting an abstract and having it accepted, or:
2. Being invited to present on a given topic.

Once a speaker has her/his abstract accepted or is invited to speak, the following sets out the requirements that are placed on speakers and the assistance on offer from the DBEI Europe (Organizing Committee).

### What We are Looking For

What we are looking for:

- Relevant topics
- Engaging presenters
- Willingness to share knowledge
- Sense of community

### What We are NOT Looking For

What we are not looking for:

- Sales presentations
- Overt self-promotion

Delegates have always responded negatively to 'marketing' talks and have consistently marked down such sessions. However, you should be aware that the marketing value of being a speaker at BILT Europe 2024 is itself very powerful and that your status as a speaker will bring potential clients and contacts to you. Therefore, the best form of marketing you can do in a talk, is allow the quality of that talk to do the marketing for you.

## Presentations

### Session Lengths

Session length is determined by the planning committee of the event. Session lengths will be described as part of the abstract submission process and finalized as part of the speaker acceptance letter. By agreeing to speak you are binding yourself to the session time(s) as defined by the planning committee.

DBEI Events have a very good track record of keeping to the scheduled times. It is important that a speaker ensures the duration of their presentation matches the given timeslot.

#### NOTE:

- In Lecture, Technical Presentations and Lab Sessions, it would be expected to allow 10 minutes for questions.
- Session timeslots are subject to change until the program is finalized, you will be advised if there are any changes.

## Selection Criteria and Process

Submitted abstracts will be reviewed by the DBEI EUR Committee  
Criteria for review shall include, but not be limited to the following:

- Proposed content matches proposed duration and skill level.
- Relevance of topic to the events
- Potential benefit to, or interest of, delegates
- Previous ratings and feedback to the speaker and/ or topic
- Amount and quality of proposed content
- Proposed session title matches proposed content.
- Number of like topics received.
- Experience of the speaker

## Acceptance of Abstract

The DBEI EUR Committee will advise all submitting abstract authors by email of the results of their abstract submission. Wherever possible, we will include comments on those abstracts not accepted, that may be of use in relation to future submissions (note that we typically can only accept one in five abstract submissions!)

After reviewing the submissions, we may contact you to suggest changes to your subject matter, mode of presentation or experience level so that we can deliver a conference with the expected scope and quality of the subject matter.

To ensure the quality of our conference, we set an upper limit of three (3) presentations per speaker.

If accepted, planning by both the Speaker and the Committee will begin in earnest. DBEI EUR recognizes the amount of work involved in developing a presentation for the event and advises all speakers to allow enough time in their schedules so that a professional and informative presentation can be delivered. If (primary) Speaker opts to be assisted by a Co-Speaker, primary Speaker maintains responsibility for Co-Speaker.

## What DBEI Expects of Speakers

### Speaker Materials

Please refer to the below speaker requirements table for details surrounding speaker materials:

Role	Speaker Webinar	Speaker Debrief	Session Outline	Handout	Presentation	Tips & Tricks	Datasets	Outcomes Document
Lecture / Technical	Required	Required	Required	Required	Required	Required	optional	n/a
Lab Speaker	Required	Required	Required	Required	Required	Required	Required	n/a
Panel Facilitator	Required	Required	Required	Required*	Required**	optional	n/a	Required
Panel Member	optional	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Roundtable Facilitator	Required	Required	Required	Required*	Required**	optional	n/a	Required
Co-Speaker	optional	optional	n/a	n/a	n/a	n/a	n/a	n/a
Lab-Assistant	optional	optional	n/a	n/a	n/a	n/a	n/a	n/a
Note Taker	optional	n/a	n/a	n/a	n/a	n/a	n/a	n/a

\* Outline document with key questions or session objectives acceptable      \*\*Title slide & discussion points recommended

#### Handouts

DBEI EUR requires that once an abstract has been accepted, a detailed handout for that session is to be written that all delegates will receive via the conference app or website prior to the event. Facilitated Panel Discussions and Roundtable discussions should also include handouts that provide an outline of the intended content or can help attendees take notes or order their thoughts as part of participating or listening.

In keeping with sustainable principles DBEI EUR **will not provide printed handouts** for any course type (**including labs**). DBEI encourages lab instructors to construct a lesson plan, datasets, and handout that attendees will be able to reasonably follow with only a digital version of the handout available.

#### Tips and Tricks

Speakers are required to submit a 'Tips and Tricks' PowerPoint slide, which must include 2-3 of your favorite ideas/tips from your session with images/illustrations.

#### Presentations

In addition to the handout, DBEI Europe requires a copy of the actual presentation on-screen. This may be a short bullet point version of the more detailed handout that could also be supplemented with actual demonstrations of the process or software. For facilitated panels and boardroom roundtables, the speaker is required to provide some form of presentation to set out the framework for discussion.

#### Outcomes Document

An outcomes document is a summary of the discussions or outcomes that occurred within the session and is required for panels and roundtables. This is a useful resource for delegates to review the discussions that took place and provide avenues for follow-up. DBEI EUR requires this to be complete **no more than two weeks after the conference**. It is the responsibility of the facilitator to take notes during the session and to transcribe these into materials post conference. Alternatively, a facilitator may allocate a delegate to act as a note taker for the duration of the session, however it is the facilitator's responsibility to ensure this occurs.

#### Recording

DBEI EUR will not facilitate the recording of any sessions. Speakers may use their own personal electronic device for recording **only after** they have **advised all participants** that the session is **being recorded**. DBEI **will not** facilitate connections to the house sound or AV systems for the purposes of recording.

### Timeline for submissions

Speakers are required to submit their speaker requirements by the advertised deadline dates. Failure to do so may result in ineligibility to present at future events. An electronic copy of the handout, 'Tips and Tricks' and the presentation will be required in advance of the conference so that digital media can be created. Speakers will be advised of those dates. All speakers **must use** the relevant templates provided.

The handout will be made available on the Events app and Digital BILT EUR website prior to the conference, and all materials including handouts, 'Tips and Tricks', presentations, datasets, and outcomes document will be made available in the DBEI Community post conference for download and therefore becomes public domain.

As such, speakers are responsible for ensuring no elements or images of the presentation or handout are in breach of any confidentiality agreements and that all copyright is either already owned (original content) or that permission has been received from the copyright owner.

Speakers are reminded to take pride in their work; copies of presentations and handouts will be distributed across multiple continents, languages, and disciplines... Remember simple steps such as **using a spelling checker!**

## Language Options

Presentations will be conducted in English. If you require a translator, one can be arranged prior to the event but the speaker will be required to cover any associated costs. Translation will need to be resolved to the mutual satisfaction of both parties if the primary speaker is not fluent in English.

## Lab Software

**Note: Lab Software Requirements & Datasets are due 45 days prior to the event.**

Upon acceptance of an abstract as a Lab session, speakers are to nominate the software, specific version and any add-ins, scripts or supporting applications required to successfully deliver their session. As all Lab's within BILT EUR conference are run as BYOD – "bring your own device". Please inform the Speaker Manager in order to publish all Lab software requirements towards attendees.

## Lab Assistants

Lab Presenters are required to organize at least one Lab Assistant for their Lab session(s); your Lab Assistant will need to have a good technical ability to help support delegates attending your session. Contact the Speaker Manager if assistance is required in arranging a Lab Assistant.

## Note Takers

It is strongly recommended and advised that roundtable facilitators organize a note taker for their session in order to assist with the production of an 'outcomes document' post conference. For recording see earlier note under 'session materials'.

## Advertising/ Marketing

Speakers are permitted and encouraged to say who they are and who they work for. This **should not** take more than **two minutes**. Moreover, each speaker will be introduced by a third party (usually a committee member or other person assigned by the Committee). The integrity and quality of this conference is undermined by sales pitches made in a user-focused environment. Not only will it reflect poorly on DBEI as an organization, but also on the presenter. If sales and marketing is what you seek, there are alternative methods to reach your audience. These are discussed in the event's sponsorship prospectus.

Your best form of advertising is a high quality, user-driven presentation of the capabilities of your product or service. Delegates selling themselves on a product are always stronger prospects than delegates being sold to, and this won't contravene DBEI policies!

Speakers shall not advertise their goods, products, or services outside of this introduction, nor shame a competitor. They may offer to meet with delegates after the session is complete. Based on the limited time available for each session, information advertising the speaker's products and services may be provided in the session handout (which

is separate from any visuals such as a slideshow presentation). This shall be limited to no more than 150 words. Brochures may not be included in the session handouts and may not be distributed at the door without prior written consent of the event committee. Company banners or other promotional material are not allowed to be displayed during your presentation.

Speakers in breach of these terms may have their classes cancelled and be asked to leave the event. No compensation or refund will be provided for any expenses already incurred and no speaking opportunities at future DBEI events will then be considered.

## **At the Conference**

All speakers are required to use their own laptop with HDMI outputs or and would be expected to have tested their laptop with the projector and presentation equipment before their session timeslot.

## **Conduct**

DBEI events are professionally run for the benefit of the industry. Speakers are expected to conduct themselves in a similar professional manner.

## **Notice of Cancellation/ Absenteeism/ Illness**

If you have your abstract accepted, but then withdraw, the DBEI EUR Committee reserves the right to find a substitute speaker to present your material.

If sudden illness occurs immediately before, or during the event, such that the speaker is either unable to attend or would introduce undue risk to other attendees, it is the responsibility of the speaker to notify DBEI EUR immediately.

Should you discover for any other reason that you cannot be present prior to the conference, DBEI EUR committee expect to be notified immediately so that alternative arrangements can be made. It is your responsibility to assist DBEI in finding a replacement speaker and if unsuccessful, DBEI EUR reserves the right to charge you the no-show fee.

If you've submitted your relevant speaking material and then find you cannot present due to illness, the potential to introduce undue risk to other attendees or other force majeure immediately prior to or during the event, you may find your own replacement speaker for your topic or DBEI EUR will work with you to find a substitute speaker to present your material. In this circumstance only, you would still be able to receive credit for your work. DBEI EUR Committee reserves the right to more specifically define 'immediately prior to' but it would generally be considered to be 14 business days prior to the event start date.

DBEI, at its discretion, may choose to pass on associated costs to an accepted speaker who fails to advise the DBEI Europe committee of any last-minute cancellation. These include but are not limited to any conference costs. In submitting your abstract, you agree that you and/or a co-author will be registered to the conference to present the successful paper.

In the case of sudden illness, the potential to introduce undue risk to other attendees or force majeure if no substitute speaker can be identified, it is the responsibility of the speaker to record their session(s) and to submit the recordings to DBEI EUR before the start of the event. Or, in the case of sudden illness or force majeure during the event, the recordings shall be submitted no later than two weeks after the event.

Cancellation of your presentation without reasonable explanation (and all efforts to find a suitable replacement speaker) to DBEI EUR, will impact future abstract acceptances and your acceptance of any costs incurred by DBEI or the Event due to your cancellation.

## **Speaker Debrief Attendance**

DBEI will hold a Speaker Debrief on the final day of BILT Europe, which all Speakers are required to attend. If a speaker intends to leave the conference early and is unable to attend the Speaker Debrief, they are to advise a member of the organizing committee in advance or email [ruj.gavina@dbei.org](mailto:ruj.gavina@dbei.org)

Speakers who are absent from the Speaker Debrief, who have not advised us previously, will not receive a speaker gift.

## What Speakers can expect of DBEI Organizers

### In the Lead up to the Conference

A speaker will be provided with branded Microsoft® PowerPoint® and Word® templates from which they will prepare their presentation. For Microsoft PowerPoint presentations, failing to use this template may require the speaker to rework and resubmit the presentation. Other formats may be used by arrangement with the relevant Event Manager (Adobe® Captivate®, Prezi® etc.)

The Speaker Manager or Program Manager will be available to assist and provide guidance for speakers, first-time speakers, with any concerns they may have. Further to this, DBEI Europe will conduct a webinar to assist speakers in the development of their presentation and handouts (time and date TBA).

The DBEI Europe Speaker Manager and Program Manager will make regular contact with the speaker to ensure the development of the presentation remains on track.

Speakers will be provided with sample presentations as a guide in developing their own as well as other handy tips and tricks.

DBEI EUR reserves the right to cancel a class at any time due to registration or other impacts/reasons. Should this occur, it will not impact your speaker entitlements.

### At the Conference

Speakers can expect to have someone introduce them prior to the start of the session and to have a room attendant to assist in timekeeping and general order during the presentation.

On-site technical support for any last-minute audio-visual issues will be available.

### Speakers' Entitlements

All primary Speakers receive free access to the BILT EUR conference including all social functions. Entitlement does NOT include accommodation, travel, incidentals, partner packages.

All primary speakers, regardless of employment (i.e., reseller) are eligible for these entitlements.

#### Co-Speakers, Panelists & Speaking Assistants (Lab Assistant, Note Taker)

All 'assistants' or Co-Speakers are accepted to attend the Speaker Sponsor Function. As only primary speakers are eligible to be registered free of charge to attend the Speaker Sponsor Function, Co-Speakers and Assistants are required to apply to attend and a monetary contribution towards the additional catering occurs. All other networking events are included within the registration fee of Co-Author.

#### General entitlements

All speakers specified above are invited to join sponsors and the BILT Europe Committee for the Speaker Sponsor Function and a short briefing prior to the conference.

Speakers and their employers will receive acknowledgement in the final wrap-up session of the conference. By way of presenting at a DBEI EUR event, speakers will receive acknowledgement from their peers.

**Failure to fulfil the speaker requirements will lead to you forfeiting your speaker entitlements.**



## **Review and Feedback**

Speakers will be rated at an operational level (timeliness of submissions, completeness according to criteria requested, responsiveness to contact, etc.), which will be added to the attendee feedback to provide an overall speaker rating.

DBEI in general, is always looking for ways to improve all aspects of its conferences. If, as an accepted or potential speaker, you have any suggestions, please feel free to pass them on to the relevant committee.

## **Speaker Webinar**

DBEI EUR will host a Speaker Webinar covering Event logistics and speaking tips to assist in putting your presentation together. This will be run approximately 8-12 weeks out of the conference, and confirmation of the date will be sent to speakers once the date has been finalized. First time Speakers are required to attend the full webinar. All speakers are expected to attend the first portion of the webinar, co-speakers and panelists are welcome to attend.

## **Speaker Community**

Speakers and general interested parties can utilize the DBEI Community to share and discuss items. Refer to <http://www.dbei.org> to join the community.

## **Speaker Acceptance**

**By submitting an abstract, speakers acknowledge that they have read, understood, and agree to abide by the requirements and conditions listed within these guidelines.**