

Corrigendum to the conference programme

To err is human, to forgive is divine. – Alexander Pope

Due to last-minute changes in the programme, some mistakes have slipped into the detailed description of the talks. We apologise to the speakers and kindly ask you to keep the following information in mind when selecting the talks you want to attend:

- Saturday, session G (11.00 -12.00), Hans-Grade-Hall (Adlershof Forum) - The title of **Mike Hogan's** talk is ***Using video to drive engagement***. In this workshop he will look at why video is such a popular medium for information consumption and learning, and enable attendees to experience first-hand how to use it to drive engagement with business English learners.
- Sunday, session L (09.00-09.45), Pasteur-Cabinet – *The title of the workshop held by **Marjorie Rosenberg** and **Isabella Keilani** is ***Understanding others: making things work at work***.*

Personality models are used by HR to create effective teams and can be vital in dealing with personality conflicts at work.

In this workshop we will explore the research-based Big Five personality model as a tool to self-reflect and better understand people we work with. You will try out activities that you can use to help your students

- become more self-aware
- be more mindful of people they deal with
- detect potential sources of personality conflict and
- see challenges as opportunities.

- Sunday, session N (11.15-12.00) – All sessions scheduled on **Sunday, session N** will take place from **11.15 to 12.00**, not from 10.15- 11.00 as listed in the detailed programme.
- Please be aware that any other last-minute changes will be posted on the conference notice board.

Conference speaker toolkit

90% of how well the talk will go is determined before the speaker steps on the platform. – Somers White

Here are some things we recommend you have in your presentation kit:

1. Laptop/ tablet + HDMI or VGA **adapter**
2. Travel adapter (if needed)
3. Remote presentation clicker
4. Presentation pointer
5. If you're using Power Point: Create a backup copy of the presentation on a memory stick in **PDF** format. If you're using Prezi: download the presentation as a standalone file that can be viewed without an Internet connection. Store your presentation on a USB.
6. Handouts for the audience. Photocopying facilities are not available at the venue, however, there is a photocopy shop 3 mins away, at Rüdower Chaussee 25.

Getting to the venue

Difficult roads lead to beautiful destinations. – Unknown

The full address of the conference venue is:

Wista conventions
Event and Visitors' Center
(WISTA convention center)
Rudower Chaussee 17
12489 Berlin

Check the details here:
<https://fpi14.de/accotrans/>



Registration

Early is on time, on time is late, late is unacceptable. – Eric Jerome Dickey

Registration hours are

Friday, 11 October 08.00 – 09.30 AM

Sunday, 13 October 08.00 – 08.30 AM

Saturday, 12 October 08.00 – 09.00 AM

Registration will take place in Foyer A.

Should you arrive later, please wait until the next break and contact the Events Coordinator, Andreea Nechifor: +40754033031.

If you haven't registered yet, don't worry: you can still register onsite.

- IATEFL member - €285.00
- Associates member €305.00 (with promo code from Associate)
- Non-member - €360.00

Certificates will be available at registration for all those delegates who requested one when booking online.

Coffee breaks

Science may never come up with a better communication system than the coffee break. – Earl Wilson

There are two coffee-break areas: Zuse-Hall and Foyer C.

There are two coffee breaks scheduled on Friday and Saturday, and one on Sunday:

Friday, 11 October: 10.15-11.00 and 16.15-16.45

Saturday, 12 October: 10.15-11.00 and 16.15-16.45

Sunday, 13 October: 9.45-10.15



The venue

An investment in knowledge always pays the best interest. – Ben Franklin

Security

Please wear your badge at all times. You may be asked to leave the venue if you are not wearing it. We also ask that you keep your belongings with you at all times. IATEFL BESIG cannot be held responsible for anything being taken.

Photos and filming

Delegates are welcome to take their own photos throughout the conference but please be aware that filming in sessions will not be allowed without consent from both IATEFL BESIG and the presenter(s). If you do not want to be included in the photos or videos, that is not a problem, just let the photographers know. Photos and videos taken at the conference will be used by IATEFL BESIG for journalistic and marketing purposes. IATEFL's privacy policy can be found on our website.

Exhibition

Don't miss out on what we believe to be the most complete and up-to-date exhibition of materials, resources, publications and professional development opportunities relevant to the field of business English.

Our exhibitors are: Express Publishing, Cornelsen, Pearson, BEBC, Macmillan Education, Oxford University Press, Business Spotlight, Ernst Klett, Prolang/Business Photo Cards, Garnet Education, Lingua TV and The Interchange Institute.

Ready for more? York Associates, EF Class and Business English UK have prepared pop-up events to create more opportunities for learning and networking.

Networking

It's not who you know, it's who knows you. – David Avrin

Lunch

Lunches are not included, but there are a range of eateries very close to the venue. Look for the "Networking" pinboard and sign up for restaurants every day.

Friday evening reception *Friday 11 October 19.00-21.00*

The Friday evening reception will take place in Hotel Dorint. Bookings are no longer possible at the moment. Delegate badges will be checked that you have registered and paid for it.

Saturday networking lunch *Saturday, 12 October 14.00-14.30*

We have arranged lunch for up to 100 delegates on Saturday in Hotel Dorint. The cost is 15 euros plus beverages. Note that delegates will need to pay the bill themselves. Look for the "Networking" pinboard and sign up as soon as possible, as places are limited.

Open forum *Saturday, 12 October 17.45-18.45*

This is your chance to learn more about the IATEFL BESIG team, our aims and objectives, our hopes and struggles. This is also a chance for you to meet Steve Miller, our outgoing treasurer whose position will become vacant at the conference, and ask any questions you may have about the position. Join us, ask questions and let us find answers and solutions together!



October Stammtisch IATEFL BESIG Edition - Saturday, 12 October 19.00-23.00

The local teachers' association ELTABB are organizing a special IATEFL BESIG edition of their monthly meet-up at the Griechisches Restaurant Athen, Radickerstraße 57, 12489 (S Adlershof). Look for the "Networking" pinboard to join the group heading to the restaurant after the Open Forum.

Good-bye and raffle Sunday, 13 October 13.15 -14.00

All good things must come to an end. Come and say goodbye to old and new friends and start making plans for next year.

Participants list

A participants list will be sent out via email after the conference has ended. Please note that IATEFL does not condone the use of the list for any commercial advertising or marketing use. Details are included from those who consented to them being shared for reference and personal purposes only.