

Author Showcase Details & Guide

Overview: Get ready for one of our most popular networking experiences - the Leadership Author Showcase! As part of our opening reception, leadership authors (you!) will be stationed throughout the room at standing cocktail tables or seated banquet rounds, to showcase your latest work and meet people interested in your topic!



Here's everything you need to know to make this event a success. Questions? Don't hesitate to reach out to Debra DeRuyver at dderuyver@ilaglobalnetwork.org.

When & Where You Should Be

Wednesday, 28 October | Harbour Ballroom & Foyer, Westin Harbour Castle, Toronto

- 5:15 pm: Arrive early to locate your table, and set up any materials you brought
- 5:30pm: Reception Begins. Note. There will be a short amount of programming at the start of the reception to welcome everyone to the conference.
- ~ 5:45-7:00pm: Welcome Reception & Author Showcase

Session Update - Action Required

You should have received an email from me via our Whova platform containing a link and instructions to update your session in the speaker center. Note: If you have another presenter role at the conference, the link is the same, but you will now have a new session for the Author Showcase attached to your profile that you'll be able to edit.

Once on the form, please complete the following steps:

- Confirm your session title. Please follow the title format of: Author Showcase – [Title of Book]; [Title of 2nd book if applicable/appropriate].

e.g., Author Showcase - The Art of Less: How to Focus on What Really Matters at Work; Reflexive Leadership: Organising in an Imperfect World

NOTE: In some cases, you may see multiple Author Showcases on your profile. This is typically because you have co-authors in attendance who are different for each book. *Please do not try to merge these. Keep the titles separate.* Co-Authors will not show up for you in the speaker center, but you can check to see who is listed on your session by scrolling to the bottom of Wednesday on the session guide:

<https://ilaglobalconference.org/agenda-session-guide/>

- Add a description about your book. Feel free to add links where people can purchase, etc. Do not add “affiliate” links unless you disclose that they are affiliate links etc. per your affiliate terms of service.
- Update your Name, bio, organization/affiliation, job title, photo, etc. (if you haven't already done so). Please note – Our culture is such that most folks do not put “Dr” or other honorifics before their first name or a long list of credentials after their last name. Instead, people add these to their longform bio.
- Confirm that any co-authors/editors in attendance at the conference who plan to participate in the showcase are listed on your session by scrolling to the bottom of Wednesday on the session guide <https://ilaglobalconference.org/agenda-session-guide/> and checking your listed “sub session” in the author showcase event. If a participating co-author is missing, please email Debra DeRuyver and she will add them: dderuyver@ilaglobalnetwork.org.

Note: If you wish to credit a co-author/editor who is not attending the showcase, please send their name, affiliation, and email to Debra DeRuyver and she can add

them as a non-attending co-author (note: the Whova system will list them as co-author, not co-editors).

Note2: If you are the author of an edited volume and your chapter authors will be in attendance, you may choose to add them to your session. Just email Debra DeRuyver at dderuyver@ilaglobalnetwork.org.

- Upload documents related to the book. You might choose, for example, to upload the cover image of your book, a flyer from the publisher, or other relevant information. Be sure to fill out the document title and description on the document upload form.

Any changes you make will be instantly reflected in the online session guide (though you will need to refresh your browser to see them immediately)

agenda: <https://ilaglobalconference.org/agenda-session-guide/>.

You'll also appear in the conference app once it is live.

Did not see the email? Check spam, then contact Debra DeRuyver at dderuyver@ilaglobalnetwork.org for assistance.

What to Bring

- 1 copy of your book for display
- Flyers or postcards for interested buyers (ask your publisher for these and for discount codes or QR codes for instant mobile purchases!)

Note: No onsite bookstore available. However, if your book is published by one of our exhibiting publishers, please contact your publisher to let them know you are participating in this event and see if they will have copies of your book available for sale. Current attending publishers are: Cambridge University Press, Emerald, SAGE, and University of Toronto Press. Don't see your publisher listed? There's still time. Let us know where we can send an exhibitor packet. Email Debra DeRuyver at dderuyver@ilaglobalnetwork.org.

Event Setup

- Authors will be located at standing “highboy” cocktail table or a seated banquet roundtable around the Harbour Ballroom and the Harbour Foyer. These are shared tables. Highboys will have 2 author groups and banquet rounds will have 2-4 author groups.
- Each table will have card(s) with the names of the author(s) assigned to that table.
- 2+ authors per table (more if co-authors attend)
- If you need to be at a seated banquet roundtable, please email Debra DeRuyver at dderuyver@ilaglobalnetwork.org as soon as possible with your request.

See It in Action

Get excited! Check out photos from previous showcases to see what awaits.

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