

Author Showcase Details & Guide

Overview: Get ready for one of our most popular networking experiences - the Leadership Author Showcase! As part of our gala opening reception, leadership authors (you!) will be stationed throughout the room at cocktail tables, 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, 15 October | Congress Hall 1-3, Hilton Prague

- 5:20pm: Arrive early to locate your table, so you know where to go after the award ceremony ends then find a seat for the ceremony.
- 5:30pm: Awards ceremony begins.
- ~ 6:30-8:00pm: Welcome Reception & Author Showcase

Important: We've consolidated into one exciting showcase on Wednesday evening (originally planned as two separate events). If you can no longer participate, please notify me immediately.

Platform Setup (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 – We ask that you do not put “Dr” or other honorifics before your name in the first and last name fields. You may, however, add these honorifics in your 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, you

may list them in the book description.

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 might 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 SAGE, Emerald, or Cambridge University Press, they may be able to support the purchase of your book(s) onsite at their exhibit booths. Please contact your publisher to let them know you are attending.

Event Setup

- Most authors will be located at standing “highboy” cocktail tables around the hall's perimeter. Some may be at specially designated rounds with chairs. About a week before the event, I should be able to email you a diagram with your assigned spot to help you locate your table.
- 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)
- Need a seating accommodation? 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.

<https://flickr.com/photos/theila/54482254017/in/album-72177720325648730>

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