

FAQ (SPEAKERS): DUBAI LYNX

CONTENT PORTAL FAQ'S

When do I need to complete the Content Form by?

As soon as your session has been confirmed you can fill in your details and enter your technical and promotional information. The deadline to submit the promotional information is Thursday 14 February 2019 and the deadline to submit your technical requirements is Sunday 10 February 2019

I want to amend the synopsis, but the synopsis has been locked. How do I change this?

Please speak with your Content Manager first as to what the changes might be. If these changes have been approved with them we will unlock the synopsis for you to edit.

The speaker proposed has fallen through; can we replace them with someone else?

If you have any speaker changes please discuss this with the Content Team before confirming a replacement.

I have uploaded an image / thumbnail but the text is displaying 'No File Chosen'

Once you have saved the form please check the page again. The image should be showing. As a default Chrome displays this text 'No File Chosen', and Explorer displays 'Browse'.

I am trying to complete the Content form but I keep receiving error messages.

Please ensure that every field on the form is complete. You cannot submit an incomplete form. Please save the information until you are ready to submit it. You will see each tab with a green tick if completed, you do not need to necessarily upload, but an acknowledgement of reading text may be required.

The image that I am uploading is not saving.

Please ensure the file name does not have any symbols in it ('@!'%). Please also ensure that the correct file type is used (high res JPEG, vector eps or ai files only)

GENERAL FAQ'S

Is there any cost associated with speaking at the Festival?

There is no charge to speak at the Festival. However session holders are responsible for covering the costs of speaker accommodation and travel expenses.

Who attends the festival?

Attendance is predominantly made up of advertising agencies, clients, media companies, media agencies, tech, production, press, public relations and design agencies. Further details can be found in the speaker pack.

How many times can we be featured on the festival programme?

Due to demand we can only feature a speaker/ organisation once on the Inspiration Stage. Subject to the selection of the idea, organisations do have the opportunity to feature more than once on other stages. However speakers must be different for each session and must represent different country divisions of an organisation.

I have a confirmed speaker, but they have been asked to be in another session. Can they take part in both?

No, as mentioned due to demand we can only feature a speaker once across the entire programme.

TECHNICAL AND PRESENTATION FAQ'S

Does the Festival cover all AV costs?

The Festival provides a basic AV package and the specifications will be listed on the technical questionnaire at the end of January 2018. Should you require materials outside of the package, the session holder would be required to cover this cost.

Does the Festival provide AV technicians for speakers on stage?

AV support is included in the basic Festival package free of charge. If you think that your session requires extra support please let the Logistics team know and we can connect you with the production company.

The technical check time is no longer suitable can this be moved?

It is very difficult to move technical check times once they have been confirmed. All timeslots run back to back. If you foresee your timeslot to be unmanageable you must let the Logistics team know straight away.

We are including 3rd party video footage in our presentation, who do I speak to about licensing?

It is up to the session holder to ensure they have obtained all necessary permissions, clearances and other approvals required to use any third party content contained in their presentation. Please see the 'Presentation' section of the speaker pack for more information.

REGISTRATION AND ACCOMMODATION FAQ'S

I want to book accommodation and register for a speaker pass, what is the process?

- Speakers are entitled to a full complimentary Festival pass (this does not include the awards or after party)
- You can book accommodation at the same time that you register.

Please see the 'Registering and Booking Accommodation' section of the speaker pack for more information.

[I will be assisting my speaker. Can I have a free pass?](#)

We provide complimentary passes to speakers only. We can arrange entry for the essential aides who need access to a technical check. They would be met at the main door and escorted in. If they wish to attend the main Festival then a delegate pass will need to be purchased.

[Can I book a hotel if I am not a speaker?](#)

If it has been agreed that you can assist the speaker to the Festival, you can book accommodation when you register to attend.

[Does Dubai Lynx provide transport for speakers to and from the airport?](#)

I am afraid we do not provide this service for speakers. Please view the '[Getting to the Festival](#)' section of the website for more information.

PROMOTIONAL OPPORTUNITIES AND PRESS FAQ'S

[I want to promote my session further, what are the options?](#)

A promo pack will be sent to each session holder detailing the different promotional opportunities available to them. We encourage all holders to promote their session as much as possible whether this is creatively – by designing posters and trailers or whether this is more obvious branding onsite. See the 'Promoting your involvement + Press' section of the speaker pack.

[How do I obtain a list of attending media?](#)

Please email MarianB@canneslions.com and she will send you the most recent list of attending media. She can also add you to the list to receive this on a regular basis.

[We are interested in sponsorship opportunities, who do we speak to?](#)

Please speak with our Festival Director about all of the different opportunities.

Thea Skelton: TheaS@dubailynx.com

AFTER THE FESTIVAL FAQ'S

[When will we receive the video footage of our session?](#)

The footage will be made available to session hosts / speakers post festival (this may only be a static frame camera but for purposes of you to watch back and not share). We will send you the digital file as soon as we are able, this could take 2-4 weeks. Please note this is for internal use only and not to be shared externally on your website or any social channels in either it's full or edited form. We will make it available to download from the content / speaker portal that you used pre event to upload all necessary materials.

[Can we post our seminar footage online?](#)

Dubai Lynx owns the right to all of the footage from the Festival. Therefore you cannot post or share the full or edited seminar footage online at any stage.

I would like to receive some photographs from the session we spoke at? How do I receive these?

Not all sessions are photographed, we try to capture at least one photo but we cannot guarantee this will happen. If we do manage to take photos of your session, we will automatically send all session holders some photos the day after it has taken place.

Do you have any general feedback on our session?

We send surveys to all delegates but this does not guarantee they will answer questions regarding specific sessions. Any feedback we have we will most definitely share post festival. The content manager will also provide their feedback post festival.