Commsverse

Hello and thank you for considering to submit your sessions to Commsverse 2022! We are excited to receive your submissions! But before we do, we wanted to give you some information that will help guide you through this process.

About Commsverse

If you are new to Commsverse, we are a Microsoft Teams focussed collaboration and communications conference and exhibition. We are organised by members of the tech community within the Microsoft ecosystem and we do this because we love to create environments where like-minded people can connect and learn from experiences of others.

Our event is in-person, in the UK and this year will be held over 2 days, June 29th & 30th at Mercedes-Benz World near London.

We support the community's passion for sharing by opening our call for content publicly and is available to anyone that shares the same passion as we do.

This year we are aiming for 600 people in attendance.

Are you the person we are looking for?

We welcome submissions from any person with a desire to speak about what they have a passion about. If you have experience in Microsoft Teams that could benefit others and you would like to share it, then you could be exactly what we are looking for!

If you are new to the speaking scene we encourage you to submit. We value content over speaking experience. We will help you prepare for your big day with professional coaching programs and practice opportunities as well as mentorship.

As community sessions are for Microsoft Teams native content first, we do not accept sessions submitted by exhibitors, vendors or partners that include references to or demonstrations of their products. We have sponsor packages for this purpose. Please get in touch to discuss.

Speaking Delivery Format

Commsverse

This conference is an in-person only event. Speakers should be prepared to travel and to adhere to COVID-19 travel policies in place at the time of the event.

Attendee Format

This conference is an in-person first event. All sessions will be recorded on-site and there will be a small selection of sessions live streamed.

Session Durations

This year we are offering two session duration formats:

- 25-minute for Level 100 – 200 sessions
- 45-minute for Level 200 – 400 sessions

The 25-minute sessions are only available is certain content tracks. Please see the content tracks for more information.

Content Quality

We believe that our conferences should be iterative. This means that the next conference should build on the foundations of the last. If you were successful in speaking in 2021 then you should submit fresh content for the best chance of selection.

Presentation Formats

If selected, you must deliver your session using the event branded PowerPoint template. Your own, or your company slide decks are prohibited. We do allow references to where you work, but as we are a community event, it is not in keeping with the spirit of the event to use your session as a marketing signpost for your place of work.

Unless discussed in advance, all sessions will be delivered standing on stage or behind a lectern. If you require seating, please let us know upon selection.

Maximum number of Speakers per session

The maximum number of speakers per session is limited to **two**. Please make sure that you include your companion in your submission.

Expenses

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We will pay reasonable expenses for the cost of travel to the event. We will also provide accommodation for two-nights at our chosen Hotel and transportation to and from the Hotel and Venue.

For speaking parties of two, you should be prepared to share a twin-room or pay an excess charge for separate rooms.

The expense limit for travel is as follows:

- International Flights less than 4 hours of flying time - £250
- International Flights more than 4 hours of flying time - £500
- Domestic UK travel:
    - By Car – 45 pence per mile return
    - By Train – Advanced Purchase Economy Rail Fare return

Tracks

This year we have 5 dual subject content tracks that spread the entire event. We have scheduled the agenda to ensure that people can follow an individual track from start to end without missing a session giving them a full conference experience. We hope that this will appeal to a wider demographic of attendee.

In total we have **43 sessions** available for community content for the event. Keeping the event small and manageable means that attendees will get the maximum value out of the event and rooms should be fuller for the speakers as the audience base is less spread out.

Track	Submission Level	Durations Available	Number of Spaces
Strategy & User Adoption This is a high-level track that should have strategy content focussed towards the business decision maker providing them the "how to" and "why you should" deploy and extend their Microsoft Teams investments.	100 - 200	25-min	6
		45-min	3

For user adoption focus on communication, insight and engagement methods that can be implemented to encourage usage of Teams			
Meetings & Collaboration This track is another high-level track focussed on empowering people to get the most out of the Microsoft Teams meeting and collaboration experience. Topics could cater for both the business decision maker with low-technical sessions explaining the Meeting spaces proposition, to end users and communication consultants looking for best practices to encourage better collaboration through meetings and team channels, shared channels, guest access etc.	100 -200	25-min	5
		45-min	5
Calling & Contact Centre A mid technical level track that will appeal to product owners, support analysts and voice engineers that want to get up to date with the latest capabilities within Microsoft Teams Phone and Partner contact centres as well as how to manage them	200 – 300	25-min	2
		45-min	7
Extend & Automate A mid technical level track that focusses on extending the capabilities of Microsoft Teams using the Power Platform and Azure services that address real business automation challenges. This track should include practical examples of how people can easily automate their customer and business processes using only native Microsoft tools and open-source projects.	200 - 300	45-min	7
Deploy & Operate A deep dive technical track that is reserved for the expert who wants to further their	400	45-min	9

understanding of Microsoft Teams to help them to successfully deploy to customers or their organisation. This track also includes operational procedures and models that allow customers to manage Teams as a Service to their users and how to handle evergreen change. The intended audience of this track is the IT Pro with at least 2 years' experience with Teams.			

Agenda Skeleton

To give you an idea of the agenda flow for both days, the below skeleton will help.

Commsverse

A Room	**B** Room	**C** Room	**D** Room	**E** Room
8:30am - Registration & Breakfast Exhibition Hall				
			9:30am - Keynote with TBC 60-mins `LIVE STREAM`	
10:30am - Break in Exhibition Hall				
11:00am - Gold with Speaker Person 25-mins	**11:00am - Community** with Speaker Person 25-mins	**11:00am - Community** with Speaker Person 45-mins	**11:00am - Headline** with Speaker Person 45-mins `LIVE STREAM`	**11:00am - Community** with Speaker Person 45-mins
11:35am - Gold with Speaker Person 25-mins	**11:35am - Community** with Speaker Person 25-mins	**11:55am - Community** with Speaker Person 45-mins	**11:55am - Community** with Speaker Person 45-mins `LIVE STREAM`	**11:55am - Community** with Speaker Person 45-mins
12:15pm - Gold with Speaker Person 25-mins	**12:15pm - Community** with Speaker Person 25-mins			
12:40pm - Lunch in Exhibition Hall				
1:40pm - Gold with Speaker Person 25-mins	**1:40pm - Community** with Speaker Person 25-mins	**1:40pm - Community** with Speaker Person 45-mins	**1:40pm - Community** with Speaker Person 45-mins `LIVE STREAM`	**1:40pm - Community** with Speaker Person 45-mins
2:15pm - Gold with Speaker Person 25-mins	**2:15pm - Community** with Speaker Person 25-mins	**2:35pm - Community** with Speaker Person 45-mins	**2:35pm - Community** with Speaker Person 45-mins `LIVE STREAM`	**2:35pm - Community** with Speaker Person 45-mins
2:55pm - Gold with Speaker Person 25-mins	**2:55pm - Community** with Speaker Person 25-mins			
3:20pm - Break in Exhibition Hall				
4:00pm - Gold with Speaker Person 25-mins	**4:00pm - Community** with Speaker Person 25-mins	**4:00pm - Community** with Speaker Person 45-mins	**4:00pm - Community** with Speaker Person 45-mins `LIVE STREAM`	**4:00pm - Community** with Speaker Person 45-mins
4:45pm - Social Party in Entire Venue				
6:30pm - Close				

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A Room	B Room	C Room	D Room	E Room
8:30am - Registration & Breakfast Exhibition Hall				
9:30am - Gold with Speaker Person 25-mins	9:30am - Community with Speaker Person 25-mins	9:30am - Community with Speaker Person 45-mins	9:30am - Community with Speaker Person 45-mins	9:30am - Community with Speaker Person 45-mins
10:05am - Gold with Speaker Person 25-mins	10:05am - Community with Speaker Person 25-mins		9:30am - Community LIVE STREAM	
10:40am - Gold with Speaker Person 25-mins	10:40am - Community with Speaker Person 25-mins	10:30am - Community with Speaker Person 45-mins	10:30am - Community with Speaker Person 45-mins LIVE STREAM	10:30am - Community with Speaker Person 45-mins
11:15am - Community with Speaker Person 45-mins	11:15am - Community with Speaker Person 45-mins	11:25am - Community with Speaker Person 45-mins	11:25am - Headline with Speaker Person 45-mins LIVE STREAM	11:25am - Community with Speaker Person 45-mins

12:00pm - Lunch in Exhibition Hall

A Room	B Room	C Room	D Room	E Room
1:00pm - Gold with Speaker Person 25-mins	1:00pm - Community with Speaker Person 25-mins	1:00pm - Community with Speaker Person 45-mins	1:00pm - Community with Speaker Person 45-mins LIVE STREAM	1:00pm - Community with Speaker Person 45-mins
1:35pm - Gold with Speaker Person 25-mins	1:35pm - Community with Speaker Person 25-mins	2:00pm - Community with Speaker Person 45-mins	2:00pm - Community with Speaker Person 45-mins LIVE STREAM	2:00pm - Community with Speaker Person 45-mins
2:15pm - Gold with Speaker Person 25-mins	2:15pm - Community with Speaker Person 25-mins			

2:45pm - Close

Session Key

- ⬛ **Strategy & User Adoption** — Level 100 - 200
- 🟦 **Meetings & Collaboration** — Level 100 - 200
- 🟩 **Calling & Contact Centre** — Level 200 - 300
- 🟦 (teal) **Extend & Automate** — Level 200 - 300
- 🟥 **Deploy & Operate** — Level 400

Build Your Agenda

Submission Limit
Each speaker will be permitted to submit up to a total of **three** sessions for consideration.

Speaking Limit
A speaker may only be permitted to speak in a **maximum of two** sessions at the event if chosen. This includes being a support speaker in another speaker's submission.

Submission Process

The call for content will open on January 5th 2022 and will be available publicly. The window will remain open until midnight (UK time) on February 1st 2022.

During this time, you may submit up to your session limit on our event platform and make any modification you need to your sessions. Your sessions will not be evaluated before the closing date.

The link to the submission site is https://goteams.fans/cfc

You will need to register for an account first before you are allowed to submit.

Submissions after the deadline or submitted via a different process than the official method will not count.

Selection Process

The content selection will be based on the following two key tests:

1. The quality and strength of your session title and abstract and how it fits in within our overall agenda and theme
2. The uniqueness of your submission compared to your previous talks at other conferences in the past (including Commsverse)

In a situation where we have multiple sessions of similar theme it will be the session that appears to offer the most genuine and unique content that will be chosen.

During evaluation, we may reach out to you to provide more information to help us understand your session and its value.

Your Speaking Offer

Once we have selected our sessions you will be notified by e-mail of the decision. If you are offered a speaking position, you will have 5 days to formally accept the offer via our submission site.

If you do not accept the session within the given timeframe, the offer may be retracted, and your place offered to someone else.

By accepting you commit to us that:

- You will deliver your session as submitted on the date and time Commsverse schedules your session
- You will deliver your session in-person unless there are exceptional circumstances that prohibit you
- You will positively promote your participation in the event between acceptance and the time of your session
- You will discuss in advance any changes to your session, format or companion speakers with Commsverse prior to making any arrangements
- You will permit Commsverse to record or live stream your session and publish on Youtube and our event platform free of charge, restriction free and without royalty

Equality, Diversity, Inclusion & Accessibility

Commsverse is committed to creating an environment where everyone can flourish, feel safe and enjoy what we all have in common, a passion for Microsoft Teams. Everyone is welcome, there are no exceptions.

We also believe that actions speak louder than words. We believe that everyone wants to feel equal and human. There are no divides. We have chosen not to publicly promote or provide a stage for movements within the industry, not because we disagree with them, but because we believe in doing so will in turn categorise and compartmentalise others just as much.

We realise and understand that some people feel discriminated against and that isn't right in the modern world, we must all change.

Commsverse's response to this is that we strive to create an environment where everyone feels respected, valid and equal. We refuse to categorise or pigeonhole people because whilst everyone is 1% unique, we are 99% the same.

We never use gender, race or culture pronouns in our language. We try our best to ensure that graphics on our website and materials are evenly spread to represent the diversity of the community and we never choose sessions based on any categorisation.

Commsverse is about people who have a passion for Microsoft Teams and technology coming together and enjoying what we share in common. It is about putting aside all prejudices, misconceptions, beliefs and coming together as one collective, friendly community.

We ask everyone who joins us to leave their political viewpoints at the front door. There is no place for any form of discrimination or toxic behaviour towards anyone at Commsverse.

Commsverse is diverse because the community it serves is diverse. People are offered sessions and opportunities because of their skills, experience and passion. Not because of their gender, race or beliefs.

This year we are doing more around accessibility and we endeavour to ensure that everyone, no matter what ability will be able to enjoy Commsverse to the fullest. This includes ensuring that all slides are validated for accessibility compatibility, sessions are delivered with live transcription and if requested provide additional support to those who need it.

We ask you to join us in our quest to lead by example and encourage and welcome people to our event and the community.