



25th International Conference of the African Association for Lexicography  
29-30 June 2021, Virtual conference, South Africa

## Pre-conference instructions

### 1. CONFERENCE PASSWORD AND REQUIREMENTS

A password is required to access the conference pages. Please enter **Afrilex25\_2021** on the “Guest Area” page when prompted to do so. Please do not share this password as the conference is for registered delegates only.

Please also note that not all pages/links will be accessible before the conference. See 2 below.

As the live conference relies on Zoom, we kindly ask that you download the Zoom application on your preferred device. You will not be able to attend the discussion sessions or AGM without Zoom. The Zoom meeting room will open at 8:30 SAST daily so you are welcome to log in earlier than the start indicated on the programme to test your installation. (Please note, you do not require a licence for Zoom, only the application.) You can download Zoom here: <https://zoom.us/download>

### 2. CONFERENCE HOMEPAGE

To access the conference homepage please visit [www.afrilex.co.za](http://www.afrilex.co.za) and click on AFRILEX 2021 in the navigation bar or go to [www.afrilex.co.za/afrilex-2021-conference](http://www.afrilex.co.za/afrilex-2021-conference). This page serves as the central hub for the conference and must be used to navigate to the various conference links. The conference homepage contains the following:

- Conference abstract booklet
- Conference presentations
- Nominations for the AFRILEX Board
- Conference program (only available from 29 June)
- Annual general meeting (only available on 30 June)
- Keynote presentations (only available from 29 June)
- NLU panel discussions (only available from 29 June)
- Open sessions (only available from 29 June)

### 3. CONFERENCE PRESENTATIONS

The conference organisers wish to thank all authors for their effort in pre-recording their presentations and ensuring the best quality possible, given little to no previous experience or professional recording equipment.

The conference presentations will be available for viewing from 14 to 28 June. To access the presentations, go to “Conference presentations” from the conference homepage. A list of the accepted

presentations will appear, each with the title, authors details and three buttons (Watch, Comment and Attend Q & A) on the right-hand side.

- To **view a specific presentation**, please click on “Watch”. A new tab containing the video presentation as loaded onto YouTube will open. Close the tab once you have finished viewing the presentation.
- Should you wish to **engage with the presenters prior to the conference**, you can do so by either using the comment section below the video on YouTube or by clicking on “Comment” (next to the presentation on the conference presentation page). By clicking on “Comment” you will be able to send an email containing your comments and/questions to the authors. Please note the website will ask you to select an email sending application or tool from your computer/device to complete this action. All emails sent via the Comment-function will first be collected by our independent party, Ms Marissa Griesel, who will then relay them to the author(s). Should you wish to contact the author(s) directly, you can click on their email address as provided below the title of their paper.
- During the live events on 29 and 30 June, ten minutes will be allocated to each paper during which delegates can comment or pose questions to the authors via a live Zoom-session. The session times and dates will be made available on the conference programme and will also be listed below the title of each presentation. To **attend a Zoom-session** please click on “Attend Q & A”.

#### 4. KEYNOTE(S), PANEL DISCUSSIONS, AGM AND OPEN SESSIONS

The keynote presentation(s) will be streamed live after an introduction by the session chair, while the NLU panel discussion and AGM will be held live via Zoom. An open discussion session will also be held at the end of each conference day via Zoom where delegates can engage with one another more informally. Further information will follow shortly.

#### 5. NOMINATIONS FOR AFRILEX BOARD

As mentioned in previous communication, the term of the current board comes to an end in 2021 and a new board needs to be elected. The nomination and voting process will be online. The nomination process is open from 14 until 29 June. Please note that only paid-up AFRILEX members are eligible to nominate, to vote or to be voted into the Board.

To nominate an AFRILEX member to the board, please complete the nomination form on the nominations page (click on **Nominate Board Members** on the conference homepage or visit <https://www.afrilex.co.za/board-nominations>) or send an e-mail to Ms Marissa Griesel (see 6) to nominate members for the Board. You can nominate multiple people. Ms Griesel, as impartial party responsible, will notify the nominees and confirm their eligibility.

Voting will take place during the AGM on 30 June 2021.

## **6. ASSISTANCE**

If you require any assistance, please contact Mr André du Plessis ([ahpd@sun.ac.za](mailto:ahpd@sun.ac.za)) or Ms. Marissa Griesel ([griesel.marissa@gmail.com](mailto:griesel.marissa@gmail.com)).