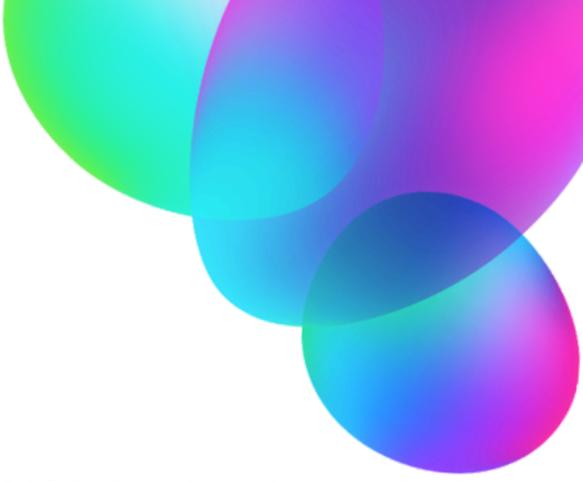




JOINING INSTRUCTIONS



WELCOME TO BBELT 2025!



Our warmest welcome to the British Council BBELT 2025 virtual conference.

We are looking forward to welcoming you on Friday 4 and Saturday 5 April 2025 online.

During a 2-day programme, you will be able to choose from 6 plenary sessions, networking activities, and over 50 presentations, forums, talks, and teach-in designed to introduce the latest trends and ideas in English Language Teaching (ELT). All this, alongside a virtual exhibition of the best ELT material available involving ELT-related exhibitors.

We are proud to have provided this opportunity for thousands of ELT professionals in Mexico for over three decades, and we are equally proud to expand this offer now to the ELT community in the Americas and beyond with this year's conference, which is fast becoming the largest and most important online conference in the region.

True to the spirit of BBELT, we want to celebrate the achievements of the international English language teaching profession and to connect with industry colleagues and friends.

We've created this guide to help you join the virtual event and make the most of your attendance. This guide will show you how to access the event, navigate the virtual venue, and use each of its features.

WHEN, WHERE, AND HOW TO JOIN BBELT

FRIDAY, 4 APRIL - 08:45 ONWARDS, MEXICO TIME

SATURDAY, 5 APRIL - 08:45 ONWARDS, MEXICO TIME

PLEASE TAKE INTO CONSIDERATION THAT THE **PROGRAMME SCHEDULE** ANNOUNCED IS BASED ON CENTRAL MEXICO TIME (UCT / GMT - 6 HOURS)

[Click here to check the start time where you are.](#)

Friday, 4 April		Saturday, 5 April	
08:45–09:00	Log in (Profile)	08:45-09:00	Announcements
09:00–09:20	Opening Ceremony		
09:20–10:20	PLENARY SESSION A	09:00-10:00	PLENARY SESSION D
10:30–11:00	Concurrent Sessions Presentations	10:10–10:40	Concurrent Sessions Presentations
11:10–12:10	Concurrent Sessions Teach-in and Forums	10:50–11:50	Concurrent Sessions Teach-in and Forums
12:10–12:30	Exhibition, Networking, and Chat with...	12:00–13:00	Concurrent Sessions Teach-in and Forums
12:30–13:30	Concurrent Sessions Teach-in and Forums	13:00–13:20	Exhibition, Networking, and Chat with...
13:40–14:10	Concurrent Sessions Presentations	13:20–13:50	Concurrent Sessions Presentations
14:10–15:00	Lunch, Exhibition, and Networking	13:50–15:00	Lunch, Exhibition, and Networking
15:00–16:00	PLENARY SESSION B	15:00–16:00	PLENARY SESSION E
16:10–16:40	Concurrent Sessions Presentations	16:10–16:40	Concurrent Sessions Presentations
16:50-17:20	Concurrent Sessions Presentations	16:50-17:20	Concurrent Sessions Presentations
17:20-17:40	Exhibition and Networking	17:20-17:40	Exhibition and Networking
17:40–18:40	PLENARY SESSION C	17:40-18:40	PLENARY SESSION F
		18:40-19:00	Closing Ceremony

HOW TO MAKE THE MOST OF YOUR EXPERIENCE

BEFORE THE EVENT

1—JOINING THE EVENT

Join the event through the link sent via email.

2—CREATE OR UPDATE YOUR PROFILE

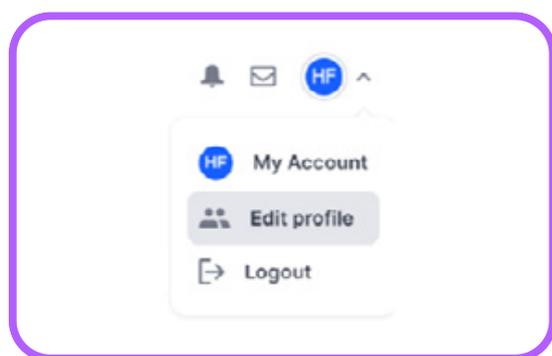
Help colleagues and friends to find you by creating or updating your profile with a headline (how you introduce yourself) and avatar (profile photo). This will also help the AI chatbot make your perfect one-to-one video matchmaking pair.



The screenshot shows a profile editing form with the following fields:

- First Name (required)
- Last Name (required)
- Headline (required) with a help icon
- Twitter
- LinkedIn
- Website Link

Each field has a corresponding input area with a placeholder text: "Your Twitter profile link", "Your LinkedIn profile link", and "Your personal website link". A "Save" button is at the bottom, and a link to the privacy policy is at the very bottom.



To do so, click on the top right-hand image when you log into Hopin, and select edit profile. Here you can upload an avatar, as well as update your personal information.

3—ORGANISE YOUR SCHEDULE

Get to know our speakers, activities, and sessions. Check the [overview programme](#) or the [full programme](#) to organise your schedule around the two days of the event.

DURING THE EVENT

Lobby



Here, you can find out what's happening now, the schedule, announcements, event messages, and other updates. From here, you can access other virtual rooms via the panel on the left-hand side.

Plenary Sessions



The stage is where the plenary sessions will happen.

*Times are established in the Central Mexico time zone.

Concurrent and Keynote Sessions



Choose the tab for the session that interests you most and scroll through the sessions to select one to join. Alternatively, you can use the search box.

*Times are established in the Central Mexico time zone.

Networking



Connect and catch up!... During the scheduled networking slots, take the opportunity to connect with a fellow attendee with your shared interests in a short (five-minute) video networking call.

Exhibitions



Visit the best ELT material available, offered by exhibitors. Learn about innovative courses, books, apps, certifications, and more. Watch short videos and join the booth's live chats – Chat with...

People

Find the names of speakers and all the other attendees. You can send a direct message or 'Invite to video call'.

Chat

Join the live chat. You can access a live event chat from wherever you are on the site.

On-Demand



This is the on-demand section. Here you can watch any of the recorded sessions during the month after the event.

- You can navigate the platform and join any ongoing activities from the lobby, or alternatively from the main menu, located on the left-hand side of your screen.
- All programmed sessions that are delivered during the two days of the conference will be available on demand – just use the ‘On-Demand’ button.
- There is a Helpdesk in the Exhibition area of the platform in case you have any problems during the event.



1 MAKE THE MOST OF THE NETWORKING AREA

This section will help you to match with other BBELT attendees from around the world. Video calls last five minutes, before giving you the option to move on to the next call.

You can exchange contact information by clicking the ‘Connect’ button. You will find your contacts in the Connections page of your profile.

While you can’t extend the call time, if you’d like to continue the conversation, you can connect with or find the contact to send them a request for another video call.

However, if you would prefer to find a space where you can meet more people and initiate a group conversation, go to the Concurrent Sessions section, where you will find Networking Rooms. Here you have the opportunity to switch on your camera and join a group conversation or interact via the chat box.

Note: Please, don't forget to **create your profile** on the virtual venue.



INVITE TO VIDEO, CALL, OR SEND A MESSAGE

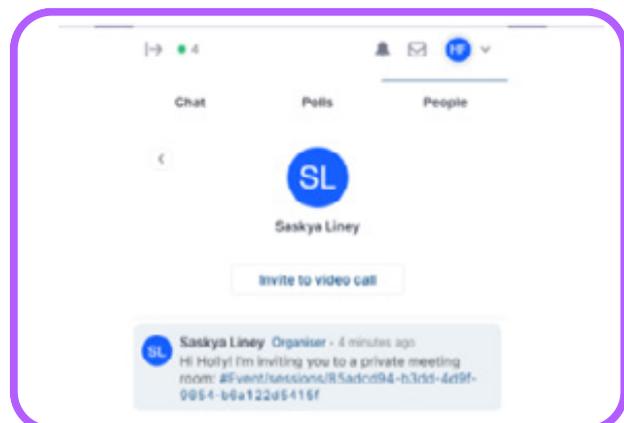
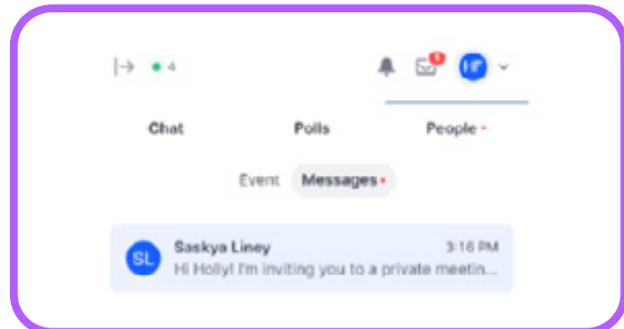
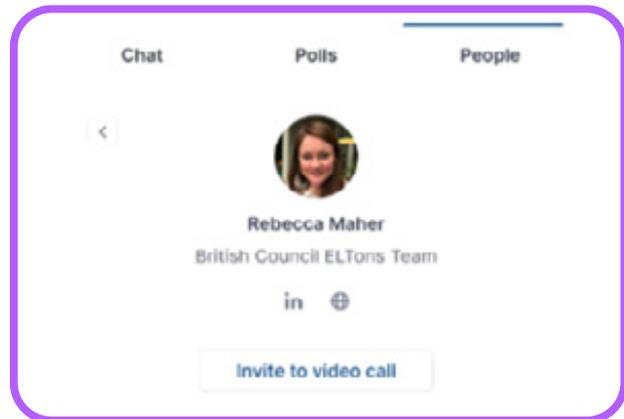
Catch up with colleagues and friends. You can invite them to a one-to-one video call.

In the right-hand panel above the chat, you will see a People tab. Click on this to find the names of all attendees. Click on an attendee's name to send a direct message to them via the chat function.

Or you can click 'Invite to video call' to send a request for a video call, which will begin once they accept.

If someone has invited you to a video call or sent you a message, you'll be notified in the Messages tab, and by a red dot appearing beside the envelope icon, which can be found in the top right-hand corner of the page beside your profile avatar.

Click on the envelope icon, then click on the message with the invite to video call, where you'll find a link to a private video session room. If the other attendee isn't in the call when you join, you can use the direct messaging facility to let them know you're ready, or to co-ordinate a time to meet.



One of the most important objectives of BBELT is to build a stronger community. Please help us to create an environment where everyone feels welcome to participate.

- a. Be considerate, respectful, and collaborative.
- b. Maintain a healthy conversation by making contributions on the topic.
- c. And... Be mindful of your fellow participants.
- d. If you see or overhear something to report, please email us at

bbelt@britishcouncil.org

Finally, we are constantly trying to improve the quality of the work we do, and we place great importance on the views of the people we work with. Please help us with your feedback by answering the quality questionnaire that you can find in the lobby. Your responses will be treated anonymously, and the questionnaire responses will be entered into the raffle at the end of the event.

After the conference

All programmed sessions that are delivered during the two days of the conference will be available on demand during the month after the event at this same virtual venue, using the same link and access code.

If you have any issues accessing the event, please write to

bbelt@britishcouncil.org