

Speaking Sessions Guidelines

The speaking session takes place according to your booking*:

Exhibitor Showcase Theatre
Expo FoodTec Hub

These features are free to attend and a major draw for visitors, press and other exhibitors.

The Speaker Form is available on the following link: [click here](#).

Includes:

- ✓ A 25-minute speaking opportunity in the selected Theatre at Fi Europe 2020
- ✓ Your presentation and timeslot to be featured in the Preview Guide, provided all information is submitted via the form by August 2020 (official deadline to be confirmed).
- ✓ Your presentation and speaker information shared on the Agenda section of the Fi Europe website until December 2020
- ✓ Your presentation and speaker information on the Mobile App until December 2020
- ✓ Your presentation and speaker information in the Fi Europe Official Catalogue, provided all information is submitted via the form by September 2020 (official deadline to be confirmed).
- ✓ Your presentation and speaker information on the programme located outside the selected Theatre

Onsite Instructions

- ✓ An IT technician will be available onsite each day.
- ✓ Please arrive early (at least 15 minutes) to check any equipment and its compatibility before your allocated speaking slot.
- ✓ Ensure to bring your presentation onsite on a USB stick before your allocated presentation time.
- ✓ Any delays will result in a deduction of your total speaking time.

Please let us know if you have any questions:

Email: FiCustomerService@informa.com

Tel.: +31 (0)20 708 1637

*Registrations are accepted on a first come first served basis