

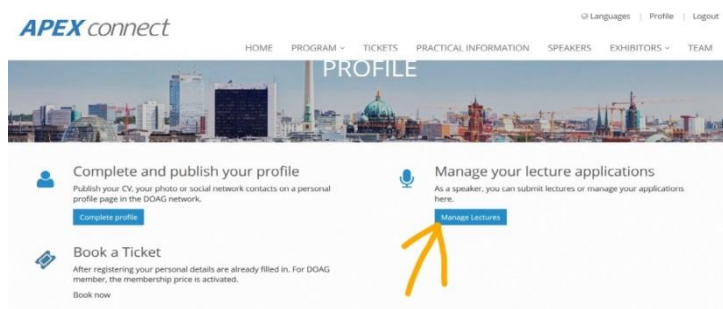
## SPEAKERS BRIEFING

### UPLOAD YOUR DOCUMENTS

Are you a speaker? Upload your presentation as a PDF-file (maximum size 10 MB) until the 7th of May. Please do note that co-speakers are not authorized to upload.

#### How to upload:

- Please login at the [APEX Connect website](#).
- You can request your personal access data with your email through this [link](#).
- After log in, click the button „Upload your presentation“.
- You will see a list of all your presentations. Hit the button “Files” on the right, search your PC and upload the file under “presentation”.
- Lastly, hit "Save" and you are done!



[Upload now!](#)

#### Why are we collecting the presentations?

All presentations will be available on the APEX Connect website for all members of DOAG and attendees of the event. They are able to download them directly through the conference planner when selecting your presentation.

#### Summary

- **When?** May 7th
- **What?** Your PowerPoint presentation as PDF-file
- **Data size?** max. 10 MB
- **Aspect ratio?** 4:3/16:9
- **Who?** Only main speakers are permitted to upload files

### VIDEO RECORD

In room Universal (Plenum) all presentations will be recorded. If you present in this room, please sign the [recording agreement](#) and send it to [vortrag@doag.org](mailto:vortrag@doag.org) until May 2<sup>nd</sup> or leave it at the registration desk before your session.

Please check [here](#) if you hold a session in room Universal.

## ACCESS & CHECK-IN

### Badges

Normally, main speakers will receive their free entry ticket for the three event days on-site at the check-in desk. Some badges may already be sent by letter prior to the event.

Please note that co-speakers have no claim on free tickets and need to sign up for the event.

### Opening hours of Registration desk

#### When?

- Tuesday, May 7th  
8.00 a.m. - 5.30 p.m.
- Wednesday, May 8th  
8.00 a.m. – 5.30 p.m.
- Thursday, May 9th  
8.00 a.m. - 3.00 p.m.

#### Where?

Kameha Grand Bonn  
Am Bonner Bogen 1  
53227 Bonn  
Germany

## TECHNICAL EQUIPMENT ON-SITE

### APEX Connect will provide

...the following equipment in every lecture room:

- A projector with HDMI, aspect ratio 4:3/16:9
- A projection screen
- A presenter
- A WLAN connection (LAN in Universal)

### Items you will have to bring

- We will not provide any laptops, please remember to bring your own computer.
- If you are using a Mac, please bring an adapter.

## NETWORKING ON-SITE

### Speaker Reception

On Tuesday, May 7th, 6.00-7.00 pm all speakers are invited to join our speaker reception with drinks and networking in the workaholic bar in the Brasserie Next Level on the ground floor.

## **Community Evening**

Don't miss our community evening on Wednesday, May 8th, 6.00-10.30 pm on the boat MS Loreley with dinner and DJ.

The entrance fee is included in your speaker ticket!

Registration is required - please register [here](#) until April 30<sup>th</sup>.