

SPEAKERS BRIEFING

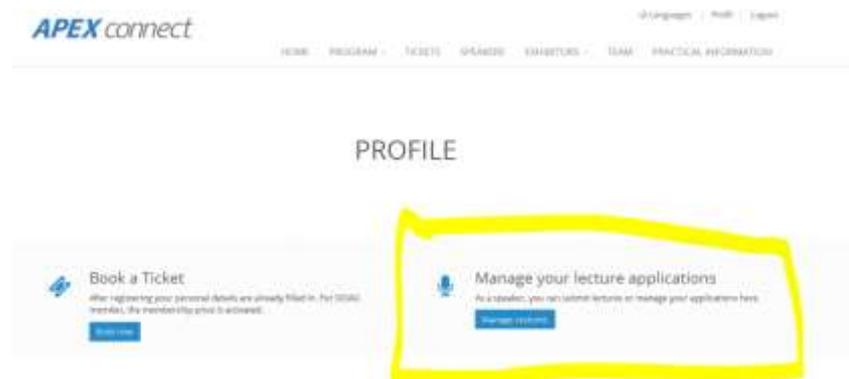


UPLOAD YOUR DOCUMENTS

Are you a speaker? Upload your presentation as a PDF-file (maximum size 10 MB) until the 26th of April. Please do note that co-speakers are not authorized to upload.

How to upload:

- Please login at the [APEX Connect website](https://apex.doag.org).
- You can request your personal access data with your email through this [link](#).
- After logging in, click the button „Manage Lectures“.
- You will see a list of all your presentations. Hit the button “Files” on the right and upload the file from your PC.
- 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?** April 26th
- **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

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, April 26th
8:00 a.m. - 12.00 p.m.
- Wednesday, April 27th
8:00 a.m. - 12.00 p.m.
- Thursday, April 28th
8:00 a.m. - 12.00 p.m.

Where?

Nhow Hotel Berlin
Stralauer Allee 3
10245 Berlin
Germany

TECHNICAL EQUIPMENT ON-SITE

APEX Connect will provide

...the following equipment in every lecture room:

- A projector with VGA, aspect ratio 4:3/16:9
- A projection screen
- A presenter
- A LAN connection



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

Discussion Area:

Meet after your session in room Jazz 2 to discuss or to answer questions. Use this [power point template](#) to invite your audience to join you there.

Speaker reception

On Tuesday, April 26th, 5.30-7.00 PM in the Music Lounge on the 8th floor all speakers are invited to join our speaker reception with drinks, networking and a great view.

Community Evening

Don't miss our community evening on April 27th, 7.00 pm with dinner and live-music. The entrance fee is included in your speaker ticket!