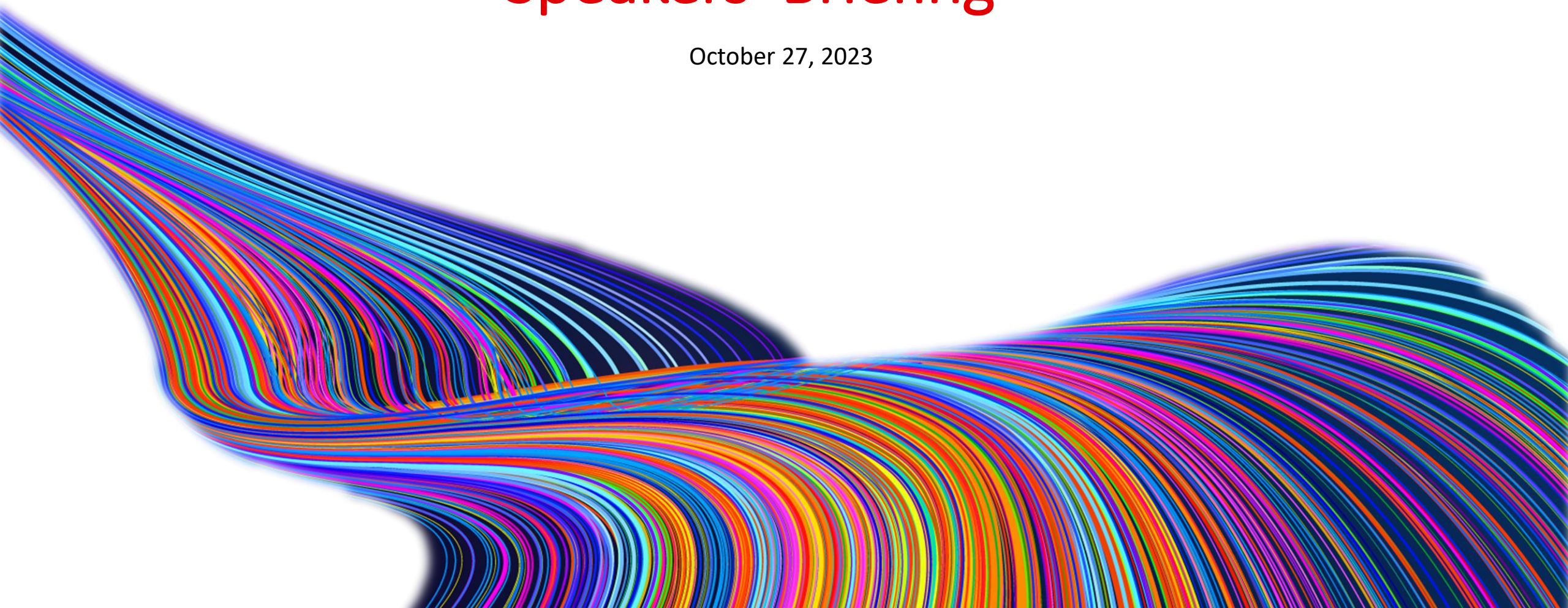


# Speakers' Briefing

October 27, 2023





# Welcome

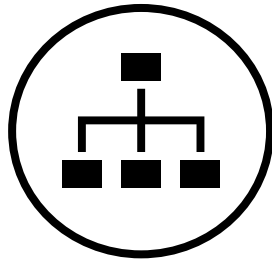
- The web meeting will be recorded
- You can write down questions in the chat box at any time or ask questions at the end.
- The slides and the recording will be made available to you next week.



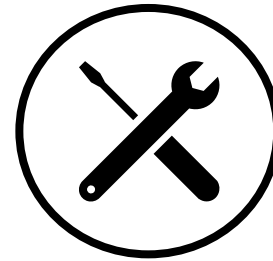
# Agenda



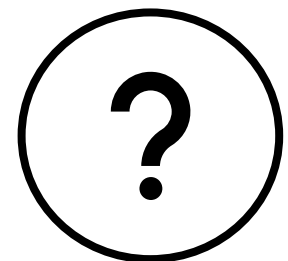
Key Facts



Organizational  
Details



Equipment and  
Technology



Questions

# Key Facts

- **Date:** November 14 – 16, 2023
- **Venue:** ICS Stuttgart
- **Concept:** on-site event with online elements
  - All presentations and tutorials will be recorded.
  - In Plenum 1, Plenum 2 and C4.2/3 will be broadcast online via G2W.
  - Workshops and Meetups will not be broadcast and recorded.
- **Speakers and moderators are required to be on-site.**

# Key Facts

conference attendees + fair visitors:	Ca. 4000
Exhibitors:	112
Presentations, tutorials + partner presentations:	200
Workshops:	40
Meetups:	10
Repair-Cafés:	15

# Venue

## CONFERENCE ADDRESS

International Congress Center Stuttgart (ICS)

Messepiazza 1

70629 Stuttgart

GERMANY

## ARRIVAL

- **S2** Stuttgart Main Station – Stuttgart Airport/ Messe
- **U6** Stuttgart Main Station – Stuttgart Airport / Messe

<https://tcworldconference.tekom.de/arrival-and-accomodation/how-to-get-there>

# Bus Shuttle

- **HOTEL – ICS**

- Hotel Schwanen Stuttgart-Airport/Messe
- A2 Hotels Denkendorf Airport Messe
- AMH Airport Messe Hotel

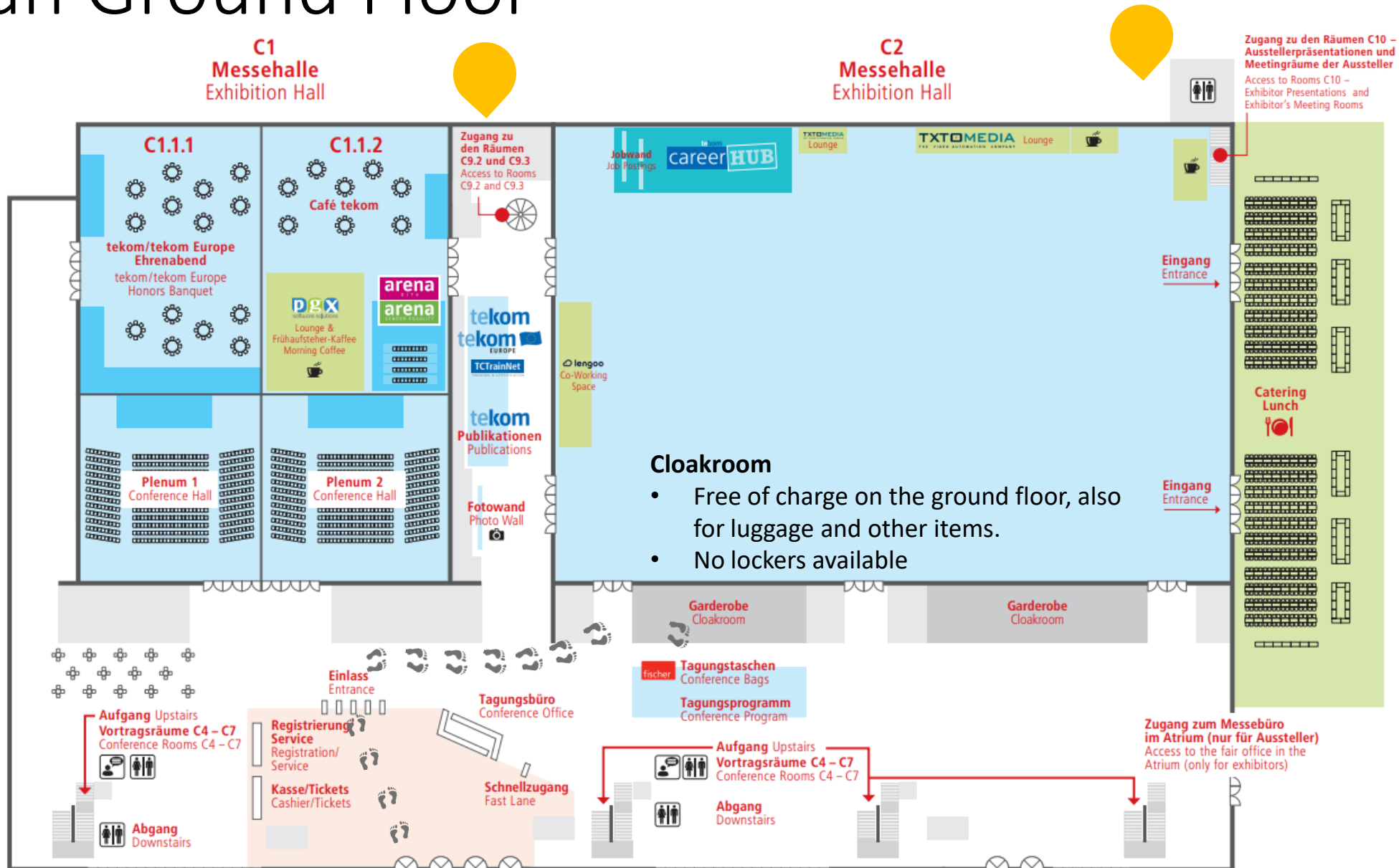
- Please look out for dark blue buses with the Logo "Binder".



<https://tcworldconference.tekom.de/arrival-and-accomodation/shuttle-service>

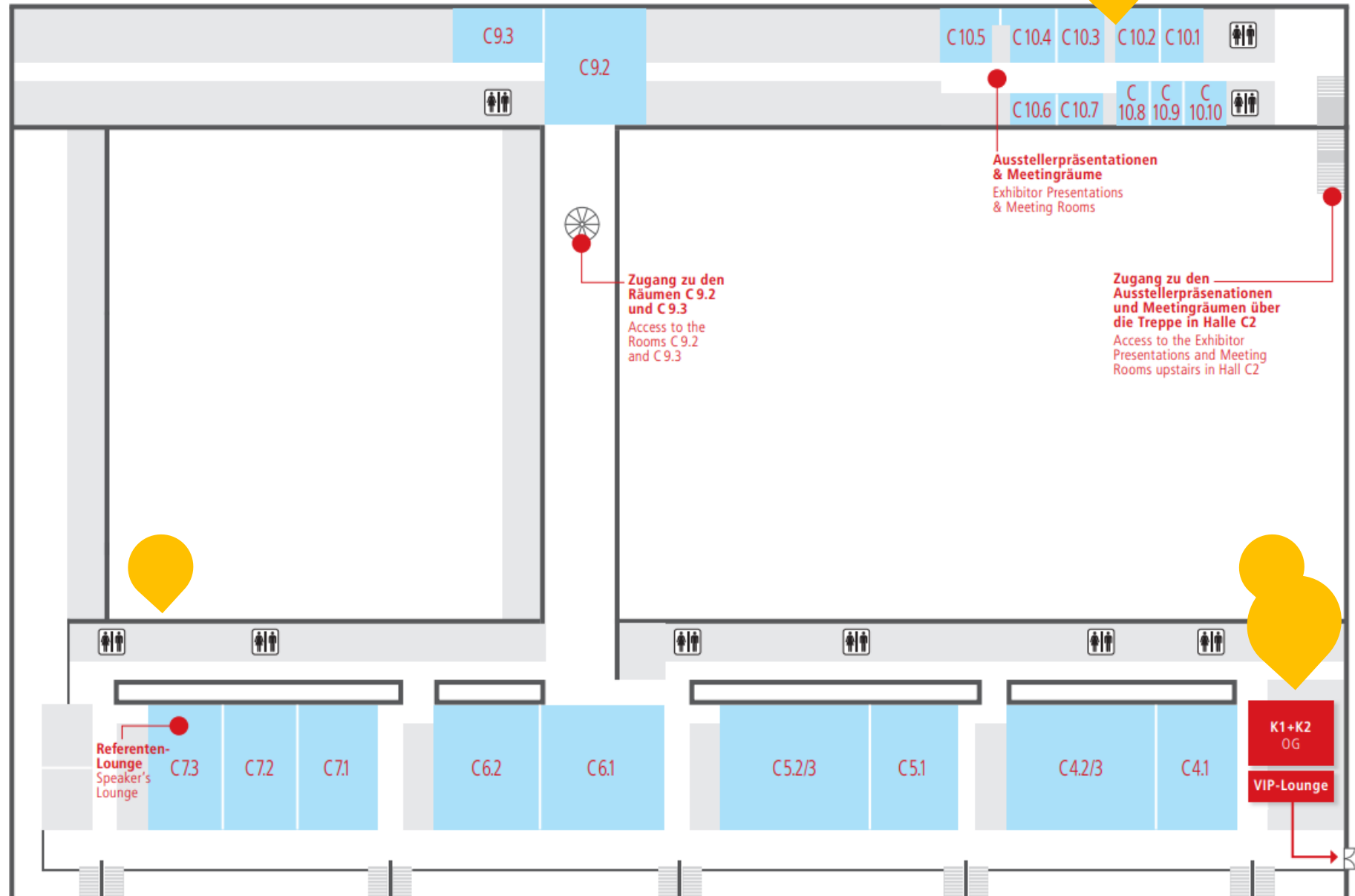


# Floor Plan Ground Floor





# Floor plan Upper Floor



## Speakers Lounge Room C7.3

- For preparation
- Snacks and drinks to take with you



# Working Hours Conference Office

- Tue: 7:30 am – 7:00 pm
- Wed: 7:30 am – 6:00 pm
- Thu: 7:30 am – 4:00 pm
- **Close to the main entrance in the main foyer**
  
- **Contact point for all questions concerning the conference**
  
- **We will be glad to help you!**

# Entrance and registration

- Enter your registration code in 'my conference tool'
- Download your e-ticket in 'my conference tool'
- Show your e-ticket at the entrance
- Fast Lane



## E-TICKET

**tekomp-Jahrestagung 2023**

Stuttgart, 14. - 16. November 2023

**Yuting Tang**

*tcworld GmbH*



**Pre-event registration:**

**Monday, Nov 13, 5 – 8 PM**



# Networking Events

- **Celebrate with us!**
- **Tues, Nov 14 6 – 11 pm**
- Stand parties in Hall C2
- Lounge-Abend in Hall C1.1.2
  
- **Wed, Nov 15**
- **4 – 4:30 pm: 10 Years tekomp Europe in Room C4.2/3**
- **6 – 11 pm: tekomp Allstar Band in Hall C1.1.2**





# Equipment and Technology

Presentation rooms: Presentations are recorded

- **Beamer**  
HDMI-, VGA-, DisplayPort und DVI  
please bring a 60 fps adapter for your MacBook
- **Hand microphones, headsets or gooseneck microphones**
- **Internet**  
LAN connection; Free Wifi
- **Screens**
- **Lectern / speaker's table**  
Connections to the beamer are available here
- **Technician and room supervisor**  
Present in the room for support.  
Phone numbers are available in each room

# Equipment and Technology

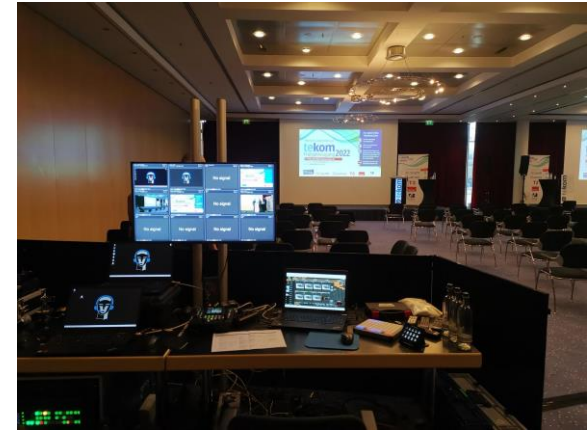
## Recording:

- We are recording your presentation
- Presentations and tutorials are recorded with OBS
- Your laptop is connected to the technician's laptop. The technician records your slides.

# Equipment and Technology

## Online Broadcast (Plenum 1, Plenum 2 and C4.2/3)

- Camera                      Give your presentation as usual.
- Moderation                Introductions, Q&A
- Stage color                dark anthracite
- Due to the broadcast please avoid:
  - Clothing with wrinkles and shiny fabrics.
  - Clothes with moiré effect: fine plaid/lined/melanged



# Equipment and Technology

Workshops und Meetups (C4.1, C9.2, C9.3, K1 + K2 and VIP-Lounge)

- No Recording
  - Projector, flip charts, pin boards, headsets, moderation boxes
  - Pens and notepads for participants
  - Seating:
    - C4.1, C9.2 and C9.3
      - K1 + K2
      - VIP Lounge
- group tables  
parliamentary  
freely configurable



# Please bring

- Your e-ticket
- Your own laptop with HDMI connection
- **For MacBooks please bring a 60 fps adapter**
- Presentation additionally on external storage medium
- Handouts if necessary (unfortunately we cannot provide copies for you)
- Presentation format: 16:9, resolution 1920x1080

# Format and Duration

## FORMATS

Lecture	Partner presentation	Showcase*	Tutorial	Workshop	Meetups*
to convey information	to convey information	to convey information	to learn	to learn	Serves the exchange and networking between the participants in small groups
Lecture with following discussions	Presentation of a case study (manufacturer and service provider) Starting point is the situation at the manufacturer	Short presentations with oncrete applications and practical examples	Practical presentation of an application or method	Interactive group work with the attendees; strong practical relevance	Moderated discussion between the participants
no product presentation, no advertisement					
Duration: 45 minutes, including 15 minutes questions and discussion	Duration: 45 minutes, including 15 minutes questions and discussion	Duration: 20 minutes, including 10 minutes questions and discussion	Duration: 105 minutes, including questions and discussion	Duration: 105 minutes, including questions and discussion	Duration: 90 minutes
without confirmation of participation			with confirmation of participation	without confirmation of participation	without confirmation of participation

# Time management

- Please be in your presentation room at least **15 minutes** before the start of the session.
- Please check your time management.
- For a 45-minute presentation, you should plan at least 10 minutes for questions and answers.
- Room attendants are instructed to interrupt the Speaker if time is overrun.

# Feedback

- Download your QR code in the conference tool and include the QR code on the first and last page of your presentation.
- Remind the participants to use the electronic feedback system!
- In 'my conference tool' you can retrieve the evaluated ratings of the participants approx. 2 weeks after the conference.

## Accepted by Advisory Board

 Test\_Ko\_Ref\_Vorname  
tcworld conference 2022, 10. June 2022, Status: Accepted



 Test2\_Ko\_ref\_Vorname  
tcworld conference 2022, 10. June 2022, Status: Accepted





# Important information

- Make the participants aware of the Survey.
- Please do not use the note-taking function of PowerPoint.
- Please be in the room at least 15 minutes before the start so that you can check the function of all devices.

# Timeline

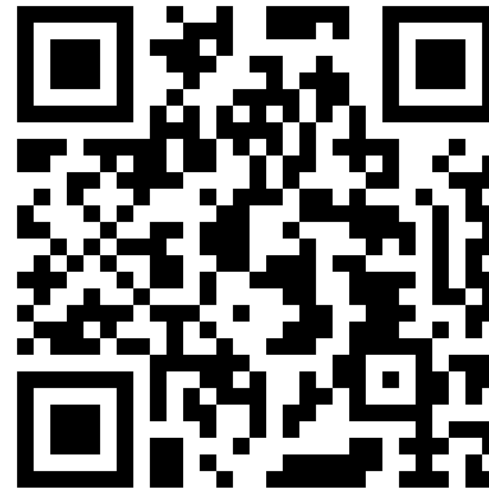
- Now
  - ✓ Program is final. Please check your timeslot.
  - ✓ Please book a ticket with your registration code.
- Until Nov 9
  - ✓ Download your QR code in the conference tool and add in your presentation.
  - ✓ Upload your slides in PDF format in the conference tool.
- Nov 13 – 16
  - ✓ Nov 13, 5 – 8 pm.: Pre-event registration
  - ✓ Nov 14-16: Clear the stage for you

# Surveys

- MacBook:  
<https://www.umfrageonline.com/c/cwizr7w7>



- Video mit Ton:  
<https://www.umfrageonline.com/c/mpye3uyf>





See you soon in Stuttgart!

