Talk by SySS GmbH – Checklist

Title of event:
Date:
Start of event (time):
Possible setup time:
Start of the SySS talk (time):
Duration of the SySS talk:
Event venue (building, room):
Street and house number:
Postcode/town:

The speaker needs at least 30 minutes setup time.

Technical contact person at the venue (can be contacted on the date of the event)

Name:
Phone/cellphone number:

Organizational contact person (for agreeing subject before the event)

Name:
Phone/cellphone number:

**May we announce/publicize the booked talk
(e.g. on our website, in our newsletter)?**

Yes please, this is a public event

If necessary, link to announcement on your homepage:

No, please do not announce/publicize it (internal event/other reason)

Wired or wireless Internet connection via LAN (cable/glass fiber):

Yes   No

If necessary, the connection can be made via UMTS or WLAN.

**The room for the talk should contain the
following equipment (please tick if available):**

❏ 5 free sockets

❏ Wired Internet connection (DSL)

❏ Space for 2 notebooks, smartphones and equipment

❏ Headset or clip-on microphone (in larger event rooms)

❏ 1 beamer (+ HDMI connection)

❏ Lectern or standing desk

❏ Water and coffee for the speaker

Your message for us:

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form

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Please do not hesitate to contact us if you have any further questions.