

Notes for your speakers

Dear speaker,

Here are some important organizational points for the 33rd Finance Symposium, which must be observed without fail:

- ▲ Before your presentation, you must register at the Schwabe, Ley & Greiner registration desk. You will receive your documents and your participation badge.
- ▲ Regarding room reservations and travel costs, please contact your organizational contact. This person has probably booked a room contingent in Mannheim.
- ▲ Please do not make any subsequent changes to the title of your presentation! Your workshops will be published in all online channels from April 29, 2022 and the production of all printed materials will start on May 6, 2022.
- ▲ We need your presentation by May 20, 2022 at the latest as a PDF document, for subsequent publication to the attending participants.
- ▲ Ihr Workshop ist die Visitenkarte Ihres Unternehmens bei der Veranstaltung!

Workshop Presentations

Please note, ALL projectors and 80" screens are set up for 16:9 display without exception. Therefore our recommendation to you, please prepare your presentation accordingly. Otherwise your presentation will be displayed smaller or you will have a black border on the right and left side.

Our recommendation when setting up your PowerPoint presentation:

- ▲ 16:9 or 1,920 x 1,080 Full HD resolution

Tips for a professional appearance

- ▲ This is a professional audience, so the presentations should not be too „basic“.
- ▲ The customer benefit should be in the foreground, therefore your presentation should not be too sales-heavy.
- ▲ „Recite, don't read aloud!“
- ▲ Rule: maximum 10 slides per workshop!
- ▲ Limit „General“, „Introductions“ or „Definitions“ to 3 minutes max.
- ▲ Address examples „from life“ in a brisk manner.
- ▲ Punctuality. Follow the agenda and respect the time of the participants.
- ▲ Practice, practice, practice!
- ▲ Prepare 3-5 questions for the speaker to avoid silence and encourage further questions from the audience.
- ▲ Be creative and courageous. Try something new! Incorporate videos, music, testimonials, etc. to make your presentation more lively.
- ▲ Content is king. Offer your participants an additional, attractive offer (e.g. a whitepaper) for downloading.