

# Information for workshop providers

Please note - for further details please refer to the service manual

Workshop content	<p>Please deliver your workshop content by March 10, 2022.</p> <ul style="list-style-type: none"> <li>▲ <b>Titel:</b> max. 175 characters (incl. spaces)</li> <li>▲ <b>Description:</b> <ul style="list-style-type: none"> <li>- Body text: max. 500 characters (incl. spaces)</li> <li>- Bulletpoints: max. 4 bulletpoints á max. 95 characters per bullet</li> <li>- Combination: 200 characters body text + max. 2 bullet points á max. 95 characters</li> </ul> </li> <li>▲ <b>Speakers</b> (First name, last name, position, e-mail address, photo, if available)</li> <li>▲ <b>Language</b></li> <li>▲ <b>Main topics</b></li> </ul>									
Timing	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><b>Workshop times:</b></td> <td style="width: 33%;"><b>Set-up times</b></td> <td style="width: 33%;"><b>Dismantling times</b></td> </tr> <tr> <td><b>Wednesday, May 18, 2022</b> Slot 1: 2:15-3:05 pm Slot 2: 3:35-4:25 pm Slot 3: 4:55-5:45 pm</td> <td><b>Wednesday, May 18, 2022</b> from 1:00 pm</td> <td><b>Wednesday, May 18, 2022</b> from 5:45 pm</td> </tr> <tr> <td><b>Thursday, May 19, 2022</b> Slot 1: 10:30-11:20 am Slot 2: 11:50-12:40 am Slot 3: 3:30-4:20 pm Slot 4: 4:50-5:40 pm</td> <td><b>Thursday, May 19, 2022</b> from 9:00 am</td> <td><b>Thursday, May 19, 2022</b> from 5:40 pm</td> </tr> </table> <p><b><u>If you only need one slot, Schwabe, Ley &amp; Greiner will inform you separately about the set-up and dismantling times.</u></b></p>	<b>Workshop times:</b>	<b>Set-up times</b>	<b>Dismantling times</b>	<b>Wednesday, May 18, 2022</b> Slot 1: 2:15-3:05 pm Slot 2: 3:35-4:25 pm Slot 3: 4:55-5:45 pm	<b>Wednesday, May 18, 2022</b> from 1:00 pm	<b>Wednesday, May 18, 2022</b> from 5:45 pm	<b>Thursday, May 19, 2022</b> Slot 1: 10:30-11:20 am Slot 2: 11:50-12:40 am Slot 3: 3:30-4:20 pm Slot 4: 4:50-5:40 pm	<b>Thursday, May 19, 2022</b> from 9:00 am	<b>Thursday, May 19, 2022</b> from 5:40 pm
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Customer representatives at your workshop	Should you hold your workshop together with a customer, your customer will receive a free ticket for the entire event including participation in the official gala evening.									
Internal speakers at your Workshop	<ul style="list-style-type: none"> <li>▲ The speaker ticket is valid <b>only for the day of the lecture.</b></li> <li>▲ The speaker ticket <b>does not entitle</b> the holder <b>to attend the gala evening</b> on Thursday. A subsequent purchase at the price of EUR 450 is possible at any time.</li> <li>▲ External speakers, who fall under the category Non-Corporate are chargeable at the daily rate for Non-Corporates.</li> </ul>									
Inside your workshop room	Furniture (brochure stands, notice boards, etc.) may not be set up outside the workshop room.									
Empty cardboard boxes, brochure material, etc.	Must not be stored in front of the workshop room or in the corridors, this is prohibited by fire regulations! Empties can be stored at the forwarding agency Vogel (for a fee).									
Advertising material	The distribution of printed materials and advertising materials outside your workshop room is not permitted.									
Signage, guidance system	Is carried out by the organizer Schwabe, Ley & Greiner.									
Loading and unloading on the Site of the m:con	If you deliver pallets, please note that m:con Rosengarten cannot provide a pallet truck and you have to bring it yourself.									

Interior design	Comment	Included in the participation fee	In the package „Presentation technology“ included	Chargeable Order
Speaker's table	incl. 2 chairs	x	x	-
Seating	Row seating adapted to the size of the room	x	x	-
Screen or 80" screen	depending on room size	-	x	-
Internet	W-LAN	Basic	Basic	Premium
Presentation options	-	-	-	Flipchart
Technology	Sound techn., presenter	-	-	x
Other	z. e.g. lectern, PC, sound equipment	-	-	x