



## Speaker instructions Machinebouw event 2023 Tuesday, December 12, 2023

### Location

Congrescentrum 1931

Oude Engelseweg 1

5222 AA 's-Hertogenbosch

<https://www.1931.nl/bereikbaarheid/>

### Program and times

- The event will take place from 09.00 am – 04.30 pm.
- The exhibition space is located in the Foyer.
- The lectures take place in Limousin 3 (plenair + parallel) and the Dexter rooms (parallel).
- We ask you to be present on time. You can report to the organization during the break before the start of your presentation.
- Click on the [link for the seminarprogram](#).
- The duration of the presentation is 25 minutes, including questions.
- We really appreciate it if you use the standard template of Machinebouw. Take your presentation with you on a USB stick as a backup.
- Videos included in the presentations can be shown (with audio), provided the videos have been downloaded to the laptop/USB stick before being shown.
- **We would like to receive your final presentation by e-mail (no later than Monday 4 December, 12:00 noon).**
- At the end of the day, we will place the presentation slides as a PDF file on the event website, unless you object to this. If you object to publication, please notify us when submitting your final presentation.

### Points of attention for your presentation:

- Note: the focus in the presentation is on the content. Company information & contact details only on the last slide. A logo in the corner is fine.
- Be sparing with product images of your own products.
- Make sure you have the rights of the images you use! Don't just copy images from the Internet.
- Not too many slides, don't forget the message!
- 25 minute presentation, including questions.
- Complement each other and refer to each other!

### General

- Technical facilities (beamer, laptop, pointer and sound facilities) are available. If you would like an internet connection for the presentation, please let us know by email no later than Monday 4 December.
- Coffee and tea are available free of charge throughout the day. You can enjoy a free lunch.

### Contacts FHI

- Mirjam Trommel ([mirjam.trommel@fhi.nl](mailto:mirjam.trommel@fhi.nl))

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