

Speaker's Action Plan

5th European EXPP Summit
September 21 – 22, 2009
Holiday Inn Amsterdam Schiphol
Amsterdam, The Netherlands

1. Spread the news

>> From June on <<

Take advantage of the PDF version of the conference programme as well as of the EXPP postcards you will receive and spread the news of your active role at the European EXPP Summit. Create a link to our website www.expp-summit.com from your website, include the event in your newsletters and inform your counter parties. On <http://www.expp-summit.com/marketing.htm> we offer you a handful of material like logos, banners and promotional texts. If you desire any assistance or just want to share ideas on how to address the target group via blogs, newsgroups, magazines or alliances we will be glad to receive your call or E-Mail.

2. Use your free ticket

>> From June on <<

For personal use, you get 1 free 2-day-conference ticket including evening-event.

3. Plan your trip

>> By July 30 <<

Please book your travel to Amsterdam by yourself and inform me about your date and time of arrival and departure.

4. Hotel bookings

>> By July 30 <<

This event is held at the Holiday Inn Amsterdam Schiphol, Amsterdam, The Netherlands. For your convenience we hold a limited room contingent at the rates of EUR 159.00 for a twin bedded room (for single or double occupancy). This rate includes breakfast, excludes 6% citytax. Please note that costs for room and extras are on your own expenses.

[Please click here to reserve your room in Holiday Inn Amsterdam Schiphol for the European EXPP Summit 2009 starting the 20th of September 2009.](#)

Hotel Address:

Holiday Inn Amsterdam Schiphol
Melbournestraat 1
1175 RM Lijnden
The Netherlands
Phone: +31 20 658 05 80
Fax: +31 20 658 05 85
Web: www.holidayinn.com/amsterdamarpt

5. Presentation and Equipment

>> By August 26 <<

As we will upload the presentations to be accessed by all delegates before the event, please have your complete documents sent by **August 26, 2009 at latest**, as PDF for Download and PPT including all embedded fonts for the conference PC to johannes.vonmulert@expp-summit.com. Additionally, please bring your presentation to the conference on a memory stick as a backup. As I

expect a large audience please pay regard to the character height of your slides. I recommend at least height 28 or higher to ensure clear readability to everyone. With respect to the following speaker, I kindly ask you not to exceed your timeslot given in the agenda. A good measure is 1 slide each 2 minutes respectively 13-14 overall.

6. Your affirmation to participate in our event I regard as binding

In case of having cogent reasons that absolves you from these commitments, I please you to contact me as early as possible. In this eventuality it will be advantageous if you can name a proxy person in the run-up.

7. Competence is best promotion...

...for you and your company. Therefore, I ask you to desist from digressive company presentations. Qualified know-how presented professionally will be highly appreciated by the participants and your presentation as well as your company will be kept in best remembrance. If you wish, you may add 1 slide with information about your solution or service provider to your presentation.

Please contact for further enquiries:

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