

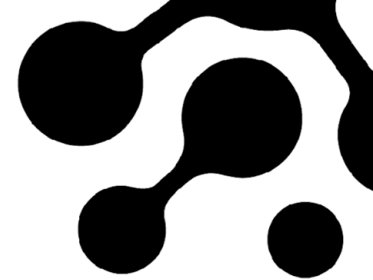
Conference Speaker Guide

Contact:

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DATE AND TIMES

Tuesday June 17, from 9:00 am to 7:00 pm
Wednesday June 18 , from 9:00 am to 6:00 pm

VENUE

Maison de la Poste (Tour & Taxis)
Rue Picard 5/7, 1000 Brussels, Belgium

ACCESS

We invite you, whenever possible, to favor gentle and/or shared modes of transport.



BY BUS

Lines **14, 15, 57, 88, 89**

Stop: **Tour & Taxis**



BY TRAM

Lines **51, 93**

Stop : **Saintelette**



BY METRO

Lines **2, 6**

Stop : **Yser** or **Ribaucourt**



BY BIKE



Villo! Station in front: **Tour & Taxis n°54** – 3 Rue Picard



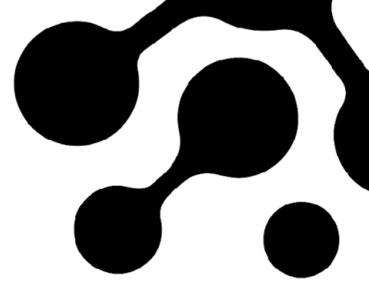
BY TRAIN

Brussels-North Station – 10-minute walk



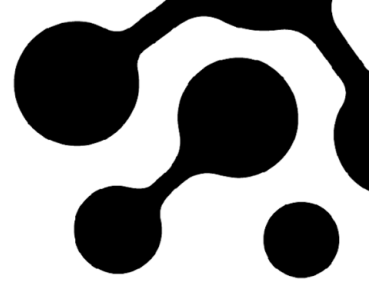
BY CAR

Accessible from the center of Brussels.
Parkings (13 Rue Picard and Drève Anna Boch) open 24/7.



ON SITE WELCOME

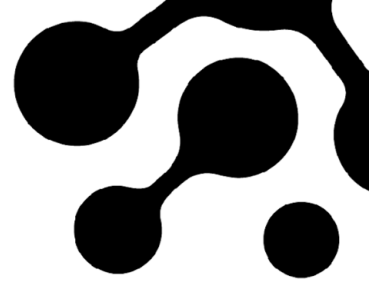
- Upon your arrival, please direct yourself to the "Speaker" reception desk to collect your SPEAKER badge.
- During the two days, your SPEAKER badge will give you access to:
 - the exhibition area
 - the exhibitors' workshops
 - all the conferences/round-tables and panel discussions
 - lunch (on the day of your presentation) and permanent breaks
- Free cloakroom at your disposal.
- Signage will be provided throughout the site to facilitate access.



ABOUT YOUR TALK (1/2)

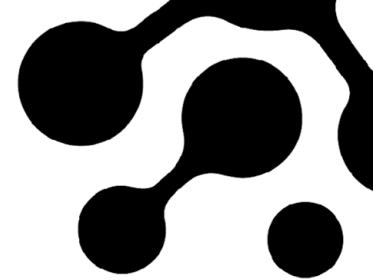
- To ensure that the event runs smoothly, please arrive at Maison de la Poste **45 min before** the start of your conference.
- Conferences will occur in 1 room
- Conferences format:
 - 30-minutes slot, including Q&A session,
 - 1 or 2 speakers,
 - Language: English only,
 - No moderator,
 - PowerPoint slides allowed

Should you wish to display some slides, please use the event PowerPoint template (16:9 format) and bring your presentation on a USB device.
A remote control to run slideshow will be available.



ABOUT YOUR TALK (2/2)

- Stages will be arranged with standing tables and high stools.
- You must be present in the conference room **10 minutes** before you are due to speak.
- We ask you to mute your mobile phone on stage.
- To help you to familiarize with the organisation of your sequence, here are a few pointers on how it will work:
 - Water will be provided at the start of the conference.
 - At the end of the sequence please leave 5' for Q&A session



LUNCH

- Speakers will be invited to lunch **on the day of their presentation**
- To obtain your voucher, please confirm your lunch reservation **before 30th May** by completing the dedicated form, [click here to confirm your lunch](#)

FREE WIFI

Free Wi-Fi will be available on site:

- Network: Maison de la Poste
- Password: Gathering

PREPARE YOUR VISIT (by flashing the QR codes)



**Conference &
Panel Discussion
Program**



**Workshop
Program**



**Exhibitor
List**