

**Speaker's Brief**  
**High-Level Policy Conference**  
**2023**

Dear Speaker,

We recognize that your participation is essential for the success of the upcoming European Hydrogen Week 2023, and we would like to thank you again for your contribution!

To facilitate a seamless experience, we have compiled the following document with all the essential practical information you might need to prepare your attendance effectively.

We want your participation in this event to be both successful and enjoyable and we are looking forward to welcoming you to the EU Hydrogen Week 2023!

Looking forward to seeing you in Brussels next November!

The EUH2Week Team



# Content

<b>Before the event</b> .....	<b>4</b>
Speaker invitation .....	4
Registration .....	4
Briefing calls .....	4
Session deliverables .....	4
<b>Your onsite speaker journey</b> .....	<b>5</b>
Venue .....	5
Benefits .....	5
Session logistics .....	5
<b>Promotion</b> .....	<b>6</b>
<b>Useful links</b> .....	<b>6</b>
<b>Contact</b> .....	<b>6</b>



# Before the event

## Speaker invitation

You have received an official invitation to participate as a speaker at the European Hydrogen Week 2023, in which you will find the information related to your session (title, description, date and time).

If you are unable to retrieve the email or link, please contact us at [speakers@euhydrogenweek.eu](mailto:speakers@euhydrogenweek.eu).

## Registration

A first step towards your participation as a speaker will be to register with the dedicated link you have received in your invitation email.

During the registration process, you will be asked to provide a high-resolution picture, a short biography and sign the consent form, which will be used to promote your session.

Please register **within three weeks** of receiving the invitation email.

## Briefing calls

One briefing call per session is scheduled to discuss the content and session flow. The calls will take place on the dates and times indicated in the below table. Calendar invitations per session will be sent out. Briefing notes will be sent one week before the calls.

We kindly ask you to block your session slot in your agenda and confirm your presence via email at [speakers@euhydrogenweek.eu](mailto:speakers@euhydrogenweek.eu). If you cannot attend the call, please inform us at the aforementioned email address.

Monday 23 October	Tuesday 24 October	Wednesday 25 October	Thursday 26 October	Friday 27 October
10:00 – 11:00 CEST HL Session 1	10:00 – 11:00 CEST HL Session 4	10:00 – 11:00 CEST HL Session 7	10:00 – 11:00 CEST HL Session 10	10:00 – 11:00 CEST HL Session 13
12:00 – 13:00 CEST HL Session 2	12:00 – 13:00 CEST HL Session 5	12:00 – 13:00 CEST HL Session 8	12:00 – 13:00 CEST HL Session 11	12:00 – 13:00 CEST HL Session 14
14:00 – 15:00 CEST HL Session 3	14:00 – 15:00 CEST HL Session 6	14:00 – 15:00 CEST HL Session 9	14:00 – 15:00 CEST HL Session 12	

## Session deliverables

If you plan to include poll questions during your session, kindly submit them **before Monday, 6th November 2023**. We cannot guarantee the inclusion of poll questions submitted after this date.

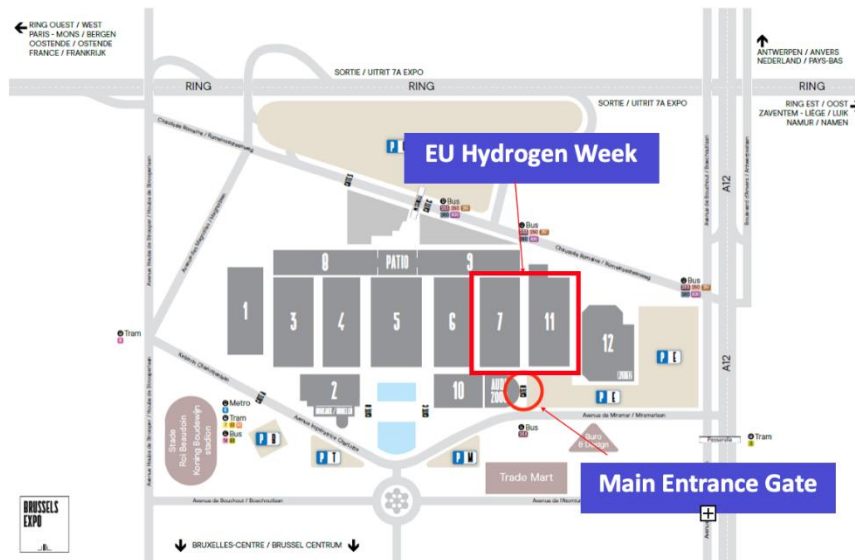
Regarding your PowerPoint presentation, please ensure you upload both PPT and PDF versions no later than **Monday, 13th November**. This will allow us ample time to organize and prepare for a seamless presentation experience.

# Your onsite speaker journey

## Venue

The European Hydrogen Week 2023 will be held at Brussels Expo, the largest exhibition centre in Belgium. It is easily reachable by public transportation. For more info on how to reach the venue, please [click here](#).

The event will take place in Hall 11 and Hall 7. Registration will be placed in Hall 11, the entrance is located on the Avenue de Miramar, please use Gate D.



Upon arrival at Brussels Expo - Hall 11, please pick up your speaker badge at the registration area. You will receive a few days before the event a Know Before You Go email from [registration@euhydrogenweek.eu](mailto:registration@euhydrogenweek.eu) including a barcode to print your badge at the registration area.

Signage will guide you to the speaker-ready room, VIP area & session areas.

## Benefits

As a speaker, you are granted the following privileges:

- Access to the exhibition area within the designated public opening hours.
- Admission to the B2B Forum.
- Admission to the High-Level Policy Conference.
- Complimentary food and beverages within the VIP area. We invite you to always wear your badge to access this area.
- Access to the speaker-ready room.

## Session logistics

Please note that the High-Level Policy Conference takes place in Hall 11.

If needed, you can visit the speaker-ready room available in Hall 11 next to the High-Level Policy Conference Auditorium to prepare your session and view/update your slide deck (if applicable). Additionally, you can use the room to work or enjoy a quiet moment.

Please note that all stages are equipped with the following items:

- Confidence monitor
- Timer on screen
- Clicker
- Lectern

- Handheld microphones for speakers

**Please make sure to be in the speaker-ready room no later than 15 minutes prior to your session.**

Make sure to hand back your microphone when leaving the stage.

The questions will be mediated by the session moderator through an interactive digital platform and in-person questions from the public.

During the session, the questions received through the conference app will be handpicked by the session owner, then facilitated by the moderator on stage.

If you plan to use poll questions, please submit them to your session owner in advance as these require an additional set-up.

Furthermore, we would like to inform you that your session will be recorded.

## Promotion

**Use our downloadable promo toolkit to communicate about your speaking attendance!**

To ensure a successful conference for all parties involved we would like to achieve as high attendance as possible. For this reason, we have prepared a promo toolkit with ready-to-use communications materials and text for you to promote and disseminate about your participation to our event.

Please use the information available to best promote the conference on your Social Media accounts, website, newsletters, and any other communications tools you might be currently using. [Click here to access the promo toolkit for speakers.](#)

Should you have any questions, need special materials, sizing, etc. please contact [info@euhydrogenweek.eu](mailto:info@euhydrogenweek.eu).

## Useful links

- [Official event website](#)
- [Programme](#)
- [Time and Location](#)
- [How to get there](#)
- [Accommodation](#)
- [Our sustainability choices](#)
- [Promo Tool Kit](#)

## Contact

For all speaker and programme-related questions, you can contact us via email at [speakers@euhydrogenweek.eu](mailto:speakers@euhydrogenweek.eu) or via phone at +3223202539 (option 3 for speakers). We invite you to consult our speaker FAQ before contacting us.



**20 - 24 November 2023**  
**Brussels, Belgium**  
[euhydrogenweek.eu](http://euhydrogenweek.eu)

