

Speakers Brief
High-Level Policy Conference
2024

Dear speaker,

We recognise that your participation is essential for the success of the upcoming European Hydrogen Week 2024 and would like to thank you again for your contribution.

To facilitate a seamless experience, we have compiled essential practical information to help you prepare effectively.

The EUH2Week Team



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Before the event

Speaker invitation

You have received an official invitation to participate as a speaker at the European Hydrogen Week 2024, providing the dedicated information of your session (Session Title, Session Description, Date & Time), and to which you have confirmed your presence in written.

Registration

The first step towards your participation as a speaker will be to register to the event. The dedicated speaker link will be included in the invitation sent to you from the email speakers@euhydrogenweek.eu.

Upon receiving the invitation, we kindly request you to register as soon as possible.

During the registration process, you will be asked to provide the following to promote your session:

- A high-resolution picture
- A short biography (maximum 200 words)
- And a signed consent form

If you are unable to retrieve the email and/or link to register, please contact us at <mailto:speakers@euhydrogenweek.eu>.

Speaker benefits

As a speaker of the High-Level Policy Conference, you are granted the following privileges from Monday, 18 Nov, to Thursday, 21 Nov:

- Admission to the exhibition area
- Admission to the B2B Forum
- Admission to the Innovation Forum
- Admission to High-Level Policy Conference
- Access to the Speaker-Ready Room
- Access to the VIP Restaurant

Briefing calls

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

We kindly ask you to block your slot in your agenda, and you will receive a calendar invitation including the Teams link a couple of weeks before the call. Please kindly accept this calendar invitation to confirm your participation to the call or reach out to c.doll@hydrogeneurope.eu with speakers@euhydrogenweek.eu in copy if you are unable to join the call.

Monday 21 October	Tuesday 22 October	Wednesday 23 October	Thursday 24 October
10:00 – 11:00 CEST HL Session 1	10:00 – 11:00 CEST HL Session 12	10:00 – 11:00 CEST HL Session 8	10:00 – 11:00 CEST HL Session 4
12:00 – 13:00 CEST HL Session 2	12:00 – 13:00 CEST HL Session 5	12:00 – 13:00 CEST HL Session 9	12:00 – 13:00 CEST HL Session 13
16:00 – 17:00 CEST HL Session 3	14:00 – 15:00 CEST HL Session 6	14:00 – 15:00 CEST HL Session 10	
	16:00 - 17:00 CEST HL Session 7	16:00 – 17:00 CEST HL Session 11	

Session deliverables

Should you have a PowerPoint presentation, please ensure you upload it [HERE](#) in PPT format no later than **Wednesday, 13 November**. When uploading your presentation, please make sure the title follows this format: **SESSION DAY-SESSION NUMBER-SPEAKER NAME-COMPANY NAME**. This will allow us adequate time to organise and prepare for a seamless presentation experience. Kindly note that PowerPoint presentations are not expected from speakers joining panel discussions.

Your onsite speaker journey

Venue

The European Hydrogen Week 2024 will be held at Brussels Expo, the largest exhibition centre in Belgium. It is easily reachable by public transportation.

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. A few days before the event, you will receive a 'Know Before You Go' email from registration@euhydrogenweek.eu, which will include a barcode. Present this barcode at the registration area to print your badge.

Signage will guide you to the **speaker-ready room** and your **session area in Hall 11**.

Session logistics

Please present yourself in the speaker-ready room (Hall 11) no later than **15 minutes** prior to your session to get your microphone. The Speaker-Ready room is also meant to meet with the other speakers for final alignment before your session starts.

All stages are equipped with the following items:

- Confidence monitor
- Timer on screen
- Clicker
- Lectern
- Headset microphones for speakers

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.

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

Finally, kindly note that your session will be recorded and will be available online after the event.

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](#).

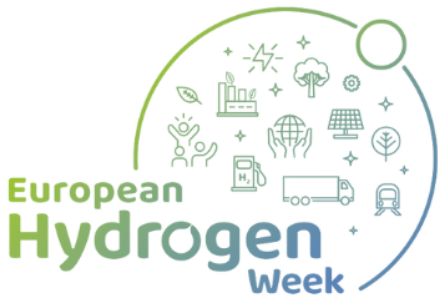
Should you have any questions, need special materials, sizing, etc. please contact info@euhydrogenweek.eu.

Useful links

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

Contact

For all speaker and programme related questions you can contact us via email at speakers@euhydrogenweek.eu or via phone at +3223202539 (option 3 for speakers).



18 - 22 November 2024
Brussels, Belgium
euhydrogenweek.eu

