

# Briefing Moderator/Speaker

## Workshops onsite

Dear moderator/speaker,

Thanks a lot to join as a speaker for the 7<sup>th</sup>. International B2B Software Days – the Future of Digital Business on 9.5.2023 in the Vienna Town Hall. Enclosed you will find our briefing for you to receive all necessary information to enable an easy and beneficial experience.

### Address

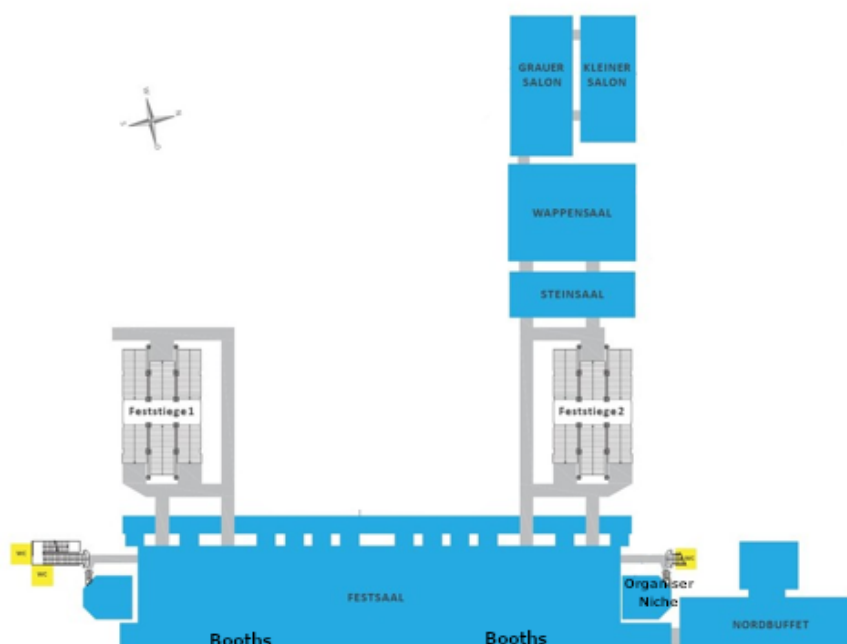
Address: Wiener Rathaus/Vienna City Hall, Festsaal (1010 Vienna)

Please use the entrance: Lichtenfelsgasse 2, Feststiege 2 to go to the first floor (Festsaal). A loading area is available in front of the Vienna City Hall.

### Location Plan

The event takes place in the Viennese City Hall with its rich Gothic facade. The "Festsaal" ballroom can be found on the first floor at the front of the hall, with views of the ring road, Burgtheater, and inner city. The 1st floor ballroom is 71 meters long and spans a width of 20 meters. The ballroom runs adjacent to the banqueting hall, also adjoining with the north buffet and armorial hall.

All the workshops will take place in "Festsaal", "Wappensaal", "Grauer Salon" or "Kleiner Salon". Where your event takes place, you will find in the Agenda.



## Sli.do Questions

At our event, we will be using Slido to interact with the audience during your session. Participants will be able to join the conversation and ask questions. They will also be able to upvote other people's questions that they find interesting.

During the Q&A, the questions with the most upvotes will be displayed on the presentation screen, where you will be able to see them clearly.

It is also possible to use Slido to run live polls during your session.

If you would like to:

- find out your audience's opinion on a topic
- keep participants engaged
- collect data insights about your audience

Just send us your poll question(s) including the options and we will set it up for you.

## Contact person

For any further questions, please get in contact with us. During the event you will find us in the organiser-niche between Festsaal and Nordbuffet.

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## Onsite preparation:

Please bring your laptop where you have saved all presentations and videos of all speakers. We will provide two micros, a beamer and a video wall. We will have one person of the organiser team in each room you can contact for any questions. Please be there at least 15 minutes before your workshop session starts and end your workshop in time, to give the following workshop enough time to prepare it.

## Availability for b2b meetings

On 08 and 10.05.2023 we will provide several digital b2b sessions. So why not offer all participants a meeting with you as well. Please check, if you have activated at least one b2b session, when you will be available. Please also check, if you have published via your dashboard your products and services, project ideas or request. They will be published in the menu point "Marketplace".