

Checklist for European Lighting Summit

29th evening	Plans for guests and speakers?	
30th		
Hotel (contact: Antoniya)		Who
Registration	Reception desk Name cards Annual report on table	AS, FR FR FR
Speeches	Audio check Video testing 3 micro for Q&A Music in room in beginning, during breaks??	FR FR AS, FR Hotel N.N.
Time keeper	presentation, breaks	N.N.
IT contact	Whole day in room	Hotel N.N.
Coffee	For how many people Any roles for staff?	150 AS
Lunch	For how many people Any roles for staff?	150 No
Reception	For how many people Any roles for staff?	150 AS
Dinner	For how many people Any roles for staff? Micro ?	60 AS
Speakers (contact: Axel)	Hotel Travel Bio Title of presentation Tools for presentation Presentation beforehand	AS AS AB, FR AB AB AB
Moderation	Agenda, Bio, micro	DdS

Introduction Rania – when?

Luger Research:

- new fair starting in Bregenz “Trends in Lighting”- fixture maker will exhibit, parallel to LpS → ask for table with roll-up poster to promote event
- Would like to make interview with Rania

EU Built up – the European portal for energy efficiency in buildings

<http://www.buildup.eu/en> would like to lay out flyers