



Speaker Information and Production Requirements

**Thank you for your participation in Radiodays Europe 2015 in Milan!
Benvenuti a Milano!**

Here is some practical information about the venue, general information for you as a speaker and technical requirements. Please read carefully.

There is also a short [request form](#) about your own presentation that we ask you to fill in, please. Page 4.

You will receive a more detailed session description, called **Session Brief**, with the final show time, session room and room host in a separate document approximately **2-3 weeks** before the conference.

About Radiodays Europe

Radiodays Europe is Europe's largest radio conference and a meeting point for public and private radios in Europe and a destination for radio professionals worldwide. In Dublin 2014 there were 1300 delegates from 60 countries. It is organised by a non-profit association, backed by broadcasters in Scandinavia, but supported by EBU, AER, egta and other broadcaster organizations in 20+ countries. This year's theme is "Passion meets Progress".



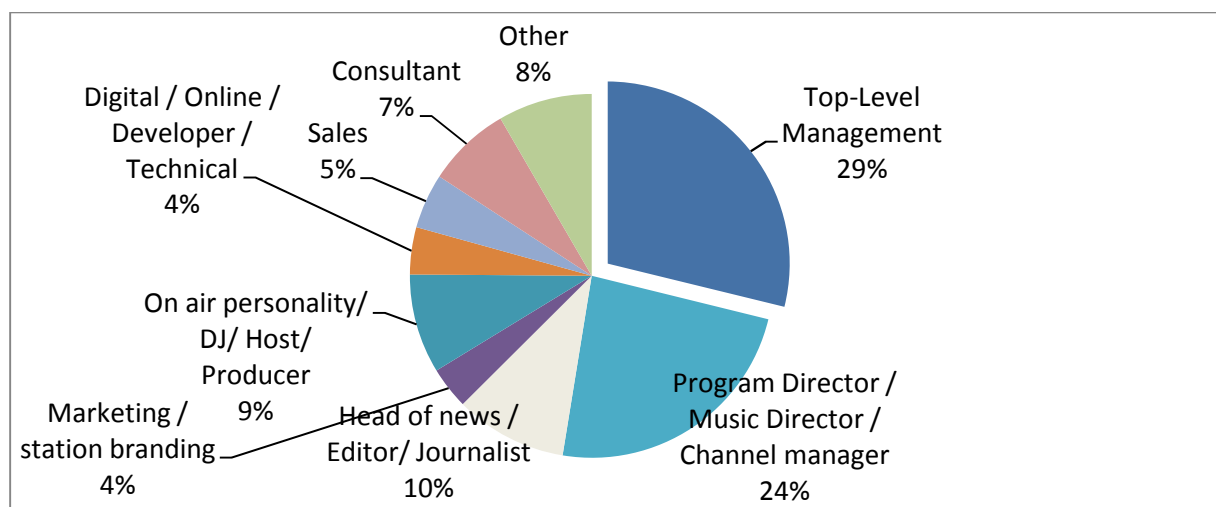
Milan – Radio Capital

RDE also work very closely with local broadcasters in Italy, Rai Radio (public) and all the private stations part of the umbrella organization “Confindustria radio televisioni”. Most private stations have their HQ and studios in Milan – the country’s second city and the radio capital of Italy.

Audience

The audience comes from a range of disciplines within the radio industry that include CEOs, station managers, programme directors, music directors, sales and marketing executives, creative teams, digital managers, radio journalists and on air dj’s.

The audience is equally distributed between public and private broadcasters.



Format

RDE starts on Sunday 15th with registration open 12.00-18.00 and the exhibition opening in the afternoon (from 13.00). There are also a couple of workshops running.

The actual conference runs on Monday and Tuesday 16th-17th. After the initial plenary session the first day, the conference will break out into 4 streams which will run simultaneously during the 2 conference days.

Venue

MiCo, Milano Congressi, North Wing Entrance, Via Gattamelata 5, Milan.

It is less than 15 minutes’ walk from the speakers hotels Melià Milano and hotel Poliziano.

Please arrive at the venue one hour prior to your session time/rehearsal call time (if applicable) and make yourself known to Annika Engmark/Alexander Högberg or your session producer from RDE. The name of your session producer will be in your session brief. You are welcome to enjoy the other sessions.

Google Maps:

<https://www.google.se/maps/place/Via+Gattamelata,+5,+20149+Milano,+Italien>

Lanyards

Your lanyard will be available for collection from Sunday 15th at MiCo. Lanyards must be worn at all times during the conference. Registration is mandatory.

Technical requests and presentation

Please note that the screen format is 16:9 in all session rooms (wide screen).

There will be a **Speaker Ready Room** on the first floor in MiCo, in the back, near the entrance to the Red Rooms, where you can upload your presentation prior to the session and prepare your speech. Technical staff will help you to get the presentation prepared for your session room.

We strongly advice that you upload your presentation in the Speaker Ready room to avoid any problems during your session.

If possible, please upload your presentation on Sunday 15th of March at MiCo between 12.00 and 17.00. Otherwise well in time before you session.

Bring you presentation on a USB-stick.

We use PC's and advice you to use PPT (Power Point) if possible. There is also the option of using your own computer in the session room. In that case, don't forget to bring VGA-connector. As mentioned above, we advice you to upload your presentation if possible.

The session rooms

The session rooms will be equipped with a 16:9 widescreen projector, remote mouse clicker, 1 mbit/s internet connection, a monitor with a clock, sound system and microphones. Your presentation will already be prepared and uploaded from the Speaker Ready Room.

There is technical staff in all rooms and a host/moderator.

Please make yourself known to the staff in the session room, as the previous session ends.

Introduction and Q&A

You will be introduced by our moderator/room host and we would like to have about 5 minutes at the end of your session for Q&A. These will in most cases be submitted via Twitter to the moderator.

Please get straight to the point in your presentation and avoid lengthy presentations about your background and your company. When it comes to slides, less is better. Less slides, land

not too much text on each slide. Make sure **your last slide has 3-5 takeaways** from the most important learnings from your presentation.

There is simultaneous **translation** from English to Italian in most session rooms.

Request form

Please fill out Speakers Audio/Visual Request Form here:

<https://adobeformscentral.com/?f=oiQ5Giw7UhdHBCphpmFIVQ>

For questions and/or special technical needs, please contact: alexander.hogberg@sr.se

Recording

Your session will be video and/or audio recorded. Some sessions will be chosen to be promoted as a post-event feature and/or offered on-demand via our website (for a small fee). Shorter clips might also be posted on our website. Let us know if you have any reservations regarding post-event publishing.

Press and PR

We are grateful if you can help spreading the word about Radiodays Europe through your own channels. One way to do it is to use the attached <I AM A SPEAKER AT RDE> signature in your emails.

If you have any news items in your presentation or you are preparing a press release, please let our press coordinator Rosie Smith know: rosie.smith@radiodayseurope.com

You might also be contacted for pre-event interviews by journalists.

During the event we will ask many of you to go direct to a press area, where interviews will be made by our own video and audio teams, as well as by other media. There will also be a number of local radio stations broadcasting from MiCo during the event from the Rai Radio studio on level 1.

Travel and accommodation

Hotel accommodation (for speakers) in Milan will be at the **Meliá Milano** hotel, located at **Via Masaccio 19** (or Hotel Poliziano, Via Poliziano 11 for some of you). Radiodays Europe covers hotel including breakfast as agreed. Any extras will be at your own expense.

Check it out at www.melia.com/en/hotels/italy/milan/melia-milano/index.html

Melia Milano is 2 minutes from the Metro Station Lotto Fiera.

Both Meliá Milano and Hotel Poliziano are less than 15 minutes' walk from our venue MiCo.

Flights/travel

Information and booking will be organized by Camilla Kampevold and/or Annika Engmark (see below).

Transport from the airport

We will inform you in more detail about how the local transport will be organized to/from the airports. Note that there are two airports in Milan – Malpensa and Linate. They are located very far from each other, so it's important to be clear on which airport you will be travelling from. Please note - RDE will not pay for taxi from Malpensa airport at arrival. It is very expensive. There is an airport express train, the Malpensa Express. Full information will follow when you get your Session Brief.

Social programme

You are welcome to participate in the networking events that are being organized on Sunday and Monday nights.

Sunday 15th at 19.00-21.00:

Welcoming Reception at the Factory - La Fabbrica del Vapore, Via Giulio Procaccini, 4.

This is not far from the venue MiCo in the northern part of central Milan.

La Fabbrica del Vapore is also the venue for the **"Radio City"** event, where all Italian radios have a showcase open to the public, broadcasting radio shows and offering entertainment. Open all day Sunday and all RDE participants are welcome. At 18.00 Helen Boaden, BBC Director of Radio will be the guest of **"Meet the Media Guru"**, a 1-hour talk with the BBC Director in English.

The RDE Welcoming Reception is hosted by the City of Milan.

Monday 16th at 19.30-24.00:

Radio Night at the Museum – with a taste of Italy. This will be held at the **da Vinci Technical Museum**, "Museo Nazionale della Scienza e della Tecnologia Leonardo da Vinci", entrance from Via Olona 6. This party is in central Milan. Nearest Metro station is Sant Ambrogio.

The RDE Radio Night is hosted by the Italian Pavilion of Expo 2015.

More information will follow on our website: www.radiodayseurope.com

Please do not hesitate to contact either one of us if you need anything.

Contacts

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