

DIGITIZE PUBLIC SERVICES

26.– 27. Oktober 2021

www.smartcountry.berlin

SPECIAL EDITION

smart country

convention

SMART COUNTRY CONVENTION – SPEAKER GUIDELINES Remote

We are pleased that you participate as a speaker at our Smart Country Convention 2021. This year the event is a special edition and takes place virtually. This means you can watch the convention programme from your home office.

1. Facts

- Date: 26.-27. October 2021
- Website: <https://www.smartcountry.berlin/en/>
- Event-platform: <https://digital.smartcountry.berlin/>
- Video Conference Software: Teams
- Your individual link to enter Teams will be sent in a separate email.
- On the event day: Please enter Teams 20 minutes before your presentation/ panel starts. Then we can assure high quality for your speech. We are welcoming you.

2. Concept

The Smart Country Convention (in short: SCCON) is Germany's largest congress for the digitization in the public sector. As a driving force for the future of a modern public administration and smart cities, SCCON is a must for all key players who want to drive the digital change.

It is all about the successful digitization of federal, state and local authorities. Top representatives from administration, politics and science, pioneers of the digital economy, hidden champions and local industry heads show how they mastering the challenges of digitization and provide sustainable strategies for the future.

A modern public administration and smart urban development concepts are the most important future topics of our time. The answers to many questions which digitization raises for the federal state, public administration and society are innovative technology solutions for public services and social security.

You can expect the following on the event platform:

- **Live Stream:** Watch the event in our live-stream *Smart Plaza*, *Digital Forum* and *Deep Dives*, broadcasted live from our studios at Messe Berlin.
- **Networking:** Arrange online meetings with participants and partners and chat together. Find participants with same area of interest. Collect interesting contacts.
- **Partners:** Inform yourself about new technologies of our partners.

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3. Technical check

With all remote speakers, we conduct a technical check in week number 41 (11.-15. Oktober) and 42 (18.-22. Oktober). This technical check should guarantee a smooth procedure and required quality on the event day.

The following time slots are available:

Week 41

Thursday 14.10.2021 9 am – 12 pm and 13 pm – 17 pm

Week 42

Tuesday 19.10.2021 9 am – 12 pm and 13 pm – 17 pm

The technical check will last 15 minutes. Please arrange your appointment here:

<https://docs.google.com/forms/d/1r9zr07qk8lLvUetsQt3ma816rh-j1yPqMbdNrxS7DIg/edit>

Your contact: **Andreas Boegner** a.boegner@bitkom-service.de.

We will send you a **personalised link with dail in details**.

Please ensure for the technical check that you use the device of the event day and that you are in the environment in which you are on the event day as well.

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4. Information to dial in via the tool „Teams“

Preparation

1. PC or Laptop

The use of Teams is developed for the PC, which is why we do not recommend tablets or cell phones for conferences.

2. Stable internet connection

Connect your PC / Laptop via LAN cable if possible. This improves and stabilizes your sound and video quality.

Your internet connection should meet this minimum requirement: 3.0 Mbit/s (upload / download)

Test the connection in advance and, if necessary, change the connection: <https://www.speedtest.net>

3. Headset

In order to improve sound quality and avoid any problems, we recommend using a headset or headphones and a microphone.

4. Teams-App

In order to be able to use Teams optimally, please download the Teams app on your PC or laptop in advance: <https://www.microsoft.com/en-gb/microsoft-teams/download-app?rtc=1>

5. Teams-Account

If you do not yet have a Teams account, register [here](#) for free in order to be able to use Teams to the full.

6. Setup

Try to sit so that you can be seen from your chest in the display image.

It is best to sit opposite a window in order to be well lit.

Login

Click [here](#) to join the Teams-Meeting. Before you click on 'Join now', select the background filter option at the bottom left. If the button cannot be clicked, activate your camera first. There you choose a virtual background or blur your background.

ATTENTION: Please note that you need the Teams app and an account for this (steps 4 and 5).

Now wait until the host / meeting moderator lets you into the room.

Important: Please log in with your real name so that we can assign you immediately and let you into the room. As soon as you are in the meeting room, activate the microphone and camera.

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Your presentation

- Please pay attention to all details for preparation!
- Please ensure that you are **in the stream 20 minutes before your presentation**. We are welcoming you.
- Please **don't** ask the following question at the beginning of your presentation: Can you hear me? We check that beforehand. When we give you the sign to begin, you can start with your presentation.
- The moderator announces your presentation. She/ he will ask you 1-2 questions after your presentation, if possible.
- Please ensure that your presentation is as lively as possible.
- Please speak loudly and clearly.
- **Please ensure that you don't exceed the time limit of your presentation.** The moderator will interrupt your presentation then.
- All presentations will be recorded. These recorded presentations will be published on the event platform or on our Youtube channel of the event. Please inform us, if you don't agree to do so.

Voting & asking function

- The audience have the possibility to ask questions via the virtual event platform, which will be shared by the moderator.
- The audience can upvote the questions.
- You have the possibility to conduct live surveys via the event platform. Please note that there will be a delay of 50 seconds until you receive the results.
- Possible types of questions: multiple-choice (one or more answer options, selection of the correct answer), questions for decisions (e.g. yes/ no).

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Your To-Do`s

Deadline 12.10.21:

- Please send us your title of presentation and abstract (not for panel discussion speakers).

Deadline 18.10.21:

- Please send us your voting surveys (not for panel discussion speakers).
- Opt-out for recordings
 - All presentations will be recorded and published on our event platform or on our Youtube channel. Please ensure that your content doesn't have the copyright of third parties.
 - Please inform us, if you don't agree to the publication of your presentation.
- Please send us your presentation (not for panel discussion speakers)
 - PowerPoint or PDF, format 16:9, embeded organisation names and videos
 - max. 1 slide per minute of your speaking time. Please ensure your presentation is short.
 - Please avoid long organisation presentations. Please present only the essence. Please present as entertaining as possible, e.g. with the integration of pictures and videos.
 - Please concentrate on the content-related added value for the audience. It is not welcomed to show marketing-related presentations.
 - Please plan your presentation in that way that questions fit into your presentation time.

Event platform Rooom

- We will send you the login details one week before the event.
- Please login into our event platform and update your profile. If you activate your networking function, you can directly contact the other participants.

Support us until the event takes place

- Please invite your social network to register to the Smart Country Convention to watch your live persentation. Please link our profile on our [Twitter Channel](#) and hashtag #SCCON21.

Please send the requested information to: Andreas Boegner, a.boegner@bitkom-service.de

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FAQs

Do I receive a content-related briefing?

- In case you participate in a panel discussion, you will receive a content-related briefing with the main focus of the discussion.

Can I invite people for free to the Smart Country Convention?

- Of course, we are welcoming people of your social network to join the Smart Country Convention. The guests can [register here](#).

If you have organisational questions, please don't hesitate to contact:

Andreas Boegner

- Mobile: +49 175 5848815
- Email: a.boegner@bitkom-service.de