

# CONNECTING MINDS. PROTECTING EUROPE.

ENFORCE TAC

International Exhibition and Conference  
for Law Enforcement and Defence

## SPEAKER BRIEFING

For your participation in the Ammo Symposium

## TRAVEL & ACCESS

We have compiled some useful information [here](#) to ensure you have a hassle-free journey to our trade fair.

Access to the event is via the Central and East entrances. There is an electronic access system on site, for which you will need your personalised ticket. Admission is not possible without a ticket. Please note that increased security checks with body and baggage scanners at the entrances may result in **longer waiting times**.

We would also like to point out that **suitcases are not permitted** at the event.

The Ammo Symposium is located in the **NCC Ost, 2nd floor, room "St. Petersburg"**.

## ABOUT YOUR PRESENTATION

### Presentation time:

Your colleagues in charge will let you know the exact time for your presentation in advance. Still, feel free to check the current programme for the latest presentation times before the event.

### Presentation language:

The Ammo Symposium will be held exclusively in English.

### Media technology:

We will provide you with a headset or clip-on microphone for your presentation.

Microphones will be set up in the control room in room "St. Petersburg". Please arrive there 10-15 minutes before the start of your presentation.

When choosing your outfit, please bear in mind that the transmitter must be attached to your clothing. It can either be discreetly placed in a pocket or attached to a belt or waistband with a clip.

To avoid background noise, please do not wear any (long, dangling) earrings that could swing against the microphone boom.

### Submitting PowerPoint files:

If you would like to use presentation slides for your contribution, please bring your presentation files on a USB stick. Our media technology colleagues will take your USB stick and keep it safe.

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When creating your presentation, please note the following:

- Optimal format PPTX: 16:9 (1920 x 1080 px)
- Any videos or special fonts should be embedded.
- Please inform the colleagues in the control room of any additional requirements (accessing websites or other programmes, other digital presentations, etc.) before your presentation.

The following technical equipment is available to you:

- Loudspeaker system and microphone
- Projection technology including preview monitor
- Lectern

If you require a PC (notebook), please bring your own.

## YOUR CONTACT FOR QUESTIONS

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