Checklist for European Lighting Summit

<table>
<thead>
<tr>
<th>29th evening</th>
<th>Plans for guests and speakers?</th>
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<tbody>
<tr>
<td><strong>Hotel</strong> (contact: Antoniya)</td>
<td>Who</td>
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</table>
| Registration | Reception desk  
Name cards  
Annual report on table | AS, FR |
| Speeches | Audio check  
Video testing  
3 micro for Q&A  
Music in room in beginning, during breaks? | FR |
| 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 |
| Lunch | For how many people  
Any roles for staff? | 150 |
| Reception | For how many people  
Any roles for staff? | 150 |
| Dinner | For how many people  
Any roles for staff?  
Micro ? | 60 |
| **Speakers** (contact: Axel) | Hotel  
Travel  
Bio  
Title of presentation  
Tools for presentation  
Presentation beforehand | AS  
AS  
AB, FR  
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