

**MOVE 2020: Event Details**

**Your Participation:**

On behalf of Terrapinn, I’d like to thank you for speaking at MOVE 2020. Exact details of your presentation can be found on the agenda page of our website, which will appear in December. Please ensure you check these details thoroughly; if there are any queries or concerns please let us know at your earliest convenience.

**Please note**:

* All presentations are either ten or twenty minutes - the agenda includes 5 extra minutes per slot, please do not run over as this time is for speaker changeover.
* Due to its individual format and to keep to time there will be **NO Q&A sessions at MOVE 2020**.
* If you are participating in a panel discussion you will be contacted by a MOVE organiser to discuss the session and introduced to your co-panellists a month before the event. PowerPoint presentations will not be required for this session.
* If you are moderating a session a PowerPoint presentation is not required. You can find your moderator brief on the conference resources page.
* The event will be run strictly to time. Please practice your presentation and ensure that you will not overrun. A prompter will be used onstage to help you run to time.
* You will have access to the speaker’s lounge onsite.

**Agenda Overview:**

This agenda will be posted online in December. For your presentation’s date, time & stream, please check the event website after this: <https://www.terrapinn.com/exhibition/move/agenda.stm>

**Materials Deadline:**

If you intend to use slides, please send us your presentation in PowerPoint 16:9 format **by January the 20th at the very latest**.

If you haven’t already submitted your headshot photo, company logo, and short biography, please do this ASAP. You can check if this has been completed by accessing your website profile, which can be found on our speaker page here: <https://www.terrapinn.com/exhibition/move/speakers.stm>

All presentations will be pre-loaded on a central laptop. Speakers control the slides using a remote mouse. We provide lapel, radio and lectern microphones. If you require any additional equipment, please contact us.

**Accommodation:**

You are responsible for booking your own travel & accommodation. To book accommodation at discounted rates, you can choose from a range of options through the link below: <https://www.terrapinn.com/exhibition/move/Accommodation.stm>

Please note: Terrapinn does not work with any 3rd parties to provide accommodation for this event. Please beware if you receive any e-mails or other communication from 3rd parties informing you about the accommodation options. The only trusted source of information about the accommodation can come from an official @terrapinn.com e-mail address.

**On the day:**

The first session will begin on the Keynote stage at 08:50am. As a speaker, you are invited to attend both days of the conference.

Arrival: **Please ensure that you arrive no later than 1 hour prior to your session and make yourself known to the relevant stream chair and host.**

On arrival please report to the event registration desk. Please note that some conference sessions may be filmed. If you have any issues please contact us directly.

**Networking Portal**

The event has a full online and networking service. You can access the full attendee list and contact attendees, securely, to arrange meetings. You will be emailed a login around 3 weeks before the event date.

**Guest Registration:**

Please make sure that your guests are registered in advance of the conference. To ensure availability, we recommend that you do this before the end of December. If you would like to have the guesting link re-sent to you, please contact one of the MOVE organisers.

Please note that guest passes cannot be used for delegates who are already registered.

**Booths**

If you would like to book an exhibition booth please let us know ASAP so we can find you the best available space.