

**9th – 10th October 2019**

**Taets Park, Zandaam, The Netherlands**

**The world’s leading AI summit**

**worldsummit.ai/**

We are delighted that you can join World Summit AI as a speaker! Professionals in AI, industry leaders and academics from all over the world will gather to hear from internationally renowned ground-breaking thinkers and doers to tackle head-on the most burning AI issues and set the global AI agenda. We invite our speakers to reflect the excitement, energy and passion within the industry, and to share their learnings and challenges.

Please find below operational details to make life easier for you. Please don’t hesitate to contact us with any questions.

**Contact Information:**

Contact emails: [claire@worldsummit.ai](mailto:claire@worldsummit.ai) [vidya@worldsummit.ai](mailto:vidya@worldsummit.ai) [caroline@worldsumit.ai](mailto:caroline@worldsumit.ai) and [fiona@inspired-minds.co.uk](mailto:fiona@inspired-minds.co.uk)

Twitter: @worldsummitAI #WSAI19 Facebook: World Summit AI

**Agenda:**

The speakers and programme are available here: [Agenda Programme WSAI](https://worldsummit.ai/programme/)

All conference sessions will only be available in English.

**IMPORTANT PRESENTATION/TECHNICAL INFO**

**Black Box (Hall 1)**

* The stage will be set up to accommodate either individual speakers or up to 5 panellists at one time
* Tub chairs will be provided for panel sessions, there will be a lectern on stage should individual presenters wish to use it and a large screen will show the presentations
* A full sound system will be installed including speakers throughout the audience area and headset mics for all speakers on-stage. 2 x handheld mic will be available for Q&A
* We recommend all speakers to use the laptop provided by the AV contractor
* One comfort monitor will be on stage showing the presentation being shown on the audience screen (including your personal notes, should you need it, which won’t be shown on the audience screen)
* There will be a countdown clock on the stage
* If you wish you to use your own laptop, please email us to advise
* A MAC will be positioned at the tech desk into which presentations can be loaded. Speakers should send in their presentations before the noted deadline date and also bring their final presentations with them on USB sticks to run from these laptops. Clickers will be provided so that presenters can manage their presentations when on stage wirelessly
* A laptop running both Windows and MAC will be available at the tech desk for speakers to check their presentations with the operator immediately before their session
* Presentation material should be in either PowerPoint or Keynote, 16:9

**MIC’ING UP**  
Please arrive at least 1hr before your allotted time slot, you will be shown to the speakers area when you arrive and will be mic’d up in this area.

**PRESENTATION FORMAT:**  
**Important information re. presentation requirements:**Please make the presentation material in either Keynote or PowerPoint, **format 16:9**. The deadline for sending any presentations/ visuals is Tuesday 1st October to [fiona@inspired-minds.co.uk](mailto:fiona@inspired-minds.co.uk). Please include ALL fonts that are being used to ensure they will run smoothly from the laptops. *Presenters using unusual fonts will also need to bring them with them so that they can be loaded onto the tech desk laptop in case we have any issues.* Presentations should also be brought with you on a USB as a backup. For presenters intending to run their presentations from their own laptop, please inform us and take note of the attached information.

**PRESENTATION DEADLINE:**  
Any presentations/ visuals are due by **Tuesday 1st October to** [fiona@inspired-minds.co.uk](mailto:fiona@inspired-minds.co.uk)

**CONSENT TO SHARE RECORDING/ PRESENTATION:**   
Sessions *maybe* be recorded and may be selected to be shared by Inspired Minds to promote the conference and to encourage continued learning post event.   
**If you consent for the recording and your presentation slides to be shared post event, please confirm by emailing** [fiona@inspired-minds.co.uk](mailto:fiona@inspired-minds.co.uk)

**SPEAKER AV SLIDES CHECK:** We are offering speaker rehearsals as follows so that you can check through your slides/videos with the AV team and the stage set-up for speakers who are making a presentation. Available timings are:

Tuesday 8th October: 1700 – 1900 hrs

Wednesday 9th October: 0700 – 0800 hrs and 1830 – 1930 hrs

Thursday 10th October: 0700 – 0800 hrs

Slots will be allocated in fifteen-minute blocks. Please contact [fiona@inspired-minds.co.uk](mailto:fiona@inspired-minds.co.uk) to confirm your preferred time giving 2-3 options and we will do our best to accommodate your request (slots will be allocated on a first come basis).

We want World Summit to be a relaxed and fun tech festival where people who care about a single topic join to… basically, get excited about AI! This means that on stage, we don’t want you to feel restricted or limited by the usual conference protocol. We want you, as a presenter, to feel free and relaxed on stage - and more than anything, to **enjoy yourself!**

We just have 3 golden tips to help with this:

**Be yourself!** Let your personality come out! Don't worry about adhering to the conventions of what a presenter "should" be like. Be yourself! We want to see YOU.

**Should I bring slides?** Maybe. They’re not essential. If people wanted to learn from reading they wouldn’t come to a conference! So the fewer slides the better. We ask that you have 0-5 slides **(10 max)**.  Also a maximum of **15 words per slide**. People prefer inspiring visuals, thought provoking quotes, jaw dropping top line figures etc.

**Audience engagement**: They love being involved in some way - even just a raise-of-hands vote can wake people up during the post-lunch slump. If it works within your presentation, we really encourage it.

**Ticket:**

• All guests will be required to bring photo ID in order to exchange their e-ticket for event badge. Badge collection will be available on Tuesday 8th from 1500 hrs, on Wednesday 9th from 0730 hrs and on Thursday 10th from 0800 hrs.

• If a visitor’s visa is required to attend the event they must email hello@worldsummit.ai with the necessary information as per the [www.vfsglobal.com](http://www.vfsglobal.com) website. Please select ‘The Netherlands’ under your ’Visiting Country’ and your country of residence for ‘Applying from’.

**Drinks:**   
After the close of WSAI on Wednesday, there will be an InspiredMinds drinks reception to which all speakers are invited.

**World AI Week**

World AI Week (WAIW) is the world’s first week dedicated to AI; a series of cutting edge AI business, science, tech and networking events.

40 affiliated events will take place throughout the city between Monday 7th – Friday 11th October 2019. 15,000 attendees will take part throughout the week signifying a major first in the AI ecosystem.

See the schedule and participatehttps://worldaiweek.ai/events/

**Content**

We encourage all speakers to share ideas and content

<https://info.worldsummit.ai/news-hub-content>

**Accommodation:**

World Summit AI has appointed Revolugo as the only official accommodation agency, to secure discounted rates at hotels in Zandaam. Please visit <https://worldsummit.ai/plan-your-trip/> to find useful information and accommodation.

**Venue**

**Taets Park**Hemkade 16 (Hembrugterrein)  
1506 PR Amsterdam (Zaandam)  
The NetherlandsTel: +31 (0)20 – 788 2600  
E-mail: [info@taets.com](mailto:info@taets.com)Website: <https://www.taets.com/>

**Transport:**

**Airport**   
A high-speed train connects Zaandam and Schiphol (Amsterdam) Airport. It takes only 22 minutes to get from the airport to Zaandam.

**PLEASE NOTE THAT BRITISH AIRWAYS ARE HOLDING STRIKES IN OCTOBER SO WE ADVISE YOU USE AN ALTERNATIVE AIRLINE.**

**Rail**   
SPECIAL RATES WITH EUROSTAR. We have teamed up with Eurostar to offer attendees a discounted rate on their train ticket to Amsterdam! All you need to do is start your travel booking via [**this registration form**](https://conferencedelegate.eurostar.com/#/) and enter the unique code **2b8d4ad3f26468611**. Once complete, you will receive access to a dedicated booking platform to book your tickets.

<https://conferencedelegate.eurostar.com/#/>

**AI Brain Bus**

Anyone travelling from Amsterdam Centraal can jump aboard the AI Brain bus! We will be arranging a shuttle bus from the station to Taets Park so stay tuned for more information and in the meantime you can [**register your interest**](https://info.worldsummit.ai/ai-brain-bus) to save your seat. Toot toot!

**Public Transport**

Details on train, bus, tram and metro can be found here

<https://moovitapp.com/index/en/public_transit-Taets_Art_Event_Park-Netherlands-site_40683143-101>

The closest stations to Taets Art & Event Park are:

Zaandam, Hemkade is 248 meters away, 4 min walk.

Amsterdam, Zaandam is 345 meters away, 5 min walk.

These Train lines stop near Taets Art & Event Park: [INTERCITY](https://moovitapp.com/netherlands-101/lines/INTERCITY/231329/681221/en?ref=1&poiType=ehsite&customerId=4908), [SPRINTER](https://moovitapp.com/netherlands-101/lines/SPRINTER/231299/681088/en?ref=1&poiType=ehsite&customerId=4908).

These Bus lines stop near Taets Art & Event Park: [391](https://moovitapp.com/netherlands-101/lines/391/229888/676623/en?ref=1&poiType=ehsite&customerId=4908).

**Car**

From Amsterdam  
Ring A10, direction Zaanstad  
Exit Oostzaan, Zaandam-Zuid, Het Twiske  
Turn right onto N516 / Kolkweg, direction Kolkweg-Noord, Zaandam-Zuid  
After 3 kilometers (after the Den Uyl bridge) turn left to the N203 / Provincial road  
Turn left after 250 meters (at the roundabout)  
Follow the road and signs to Taets Art and Event Park

A large number of open air parking facility is available in the venue free of cost

**Licensed Taxi Operators**A list of Amsterdam and Zandaam taxis can be found [**here**](https://www.iamsterdam.com/en/plan-your-trip/getting-around/taxis)

**Uber**Uber is readily available throughout the city.

In case you have any questions; please contact:

**Claire Tranah**  **Fiona Bool**

Head of Programme Content- WSAI Support and Operations Manager

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