

Advice for Speakers

Please note the following advice, when preparing a presentation for FFF-European Finance Forum. The events that are offered to our members and their guests are provided free of charge. Our speakers present on an honorary basis in line with our role as a non-profit association. If you would like to invite additional guests to your presentation, please do so. We would request that all guests register via our website or the link provided in our email invitation.

The events take place on fixed dates every month:

- Hamburg on the first Monday of the month at 6:30pm
- Frankfurt on the second Monday of the month at 6:30pm
- Munich on the third Monday of the month at 6:30pm
- Berlin on the fourth Monday of the month at 6:30pm
- Vienna on the third Monday of the month at 6:30pm
- Dusseldorf on the second Wednesday of the month at 6:30pm

- Bi-monthly in Stuttgart on the first Monday of the month at 7pm
- Quarterly in Luxembourg on the first Tuesday of the month at 6:30pm
- Quarterly in Amsterdam on the third Thursday of the month at 6:00pm

Please provide us via email (office@europeanfinanceforum.org) with the following information as soon as possible, in order for us to publicise the upcoming event on our website:

- Your topic with some bullet points
- Short form of your CV and a digital Photo (.jpg)
- A press release if you would like us to distribute to the press (Handelsblatt, Financial Times Deutschland, and the Börsen-Zeitung)
- Your presentation, which we would make available to our members via intranet (password protected)

Please be kind enough to arrive approximately 15 minutes before the event, to ensure the technical set-up. We provide overhead screens, beamer, laptops, etc at all our venues on request. You may also provide us with your presentation via email and we will ensure the set-up. If you would like to use additional equipment, please feel free to arrange yourself.

Your presentation should not exceed one hour. Following the presentation we usually hold a half an hour discussion in the auditorium. The official part of the event will conclude at 8pm. Afterwards there is an opportunity for participants to network over refreshments.

We look forward to your presentation with great interest.