

# SPEAKER INSTRUCTIONS

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## Welcome to the Tampere Goes Agile (TREGA) event!

**Date & time:** Saturday 28<sup>th</sup> October 2017, 9:30 – 17:00  
**Place:** [Tampere-talo](#), Yliopistonkatu 55, 33100 Tampere  
**Detailed schedule:** see <http://tamperegoesagile.fi/#program>

### Before the event

- **Accommodation:** please let us know if you require a hotel room, and inform us of the desired stay dates. We would need the dates as soon as possible in order to secure the accommodation.
- Confirm your attendance to **Speaker's dinner** to be organized on Friday 27<sup>th</sup> October 2017 at 18:00 in restaurant Amarillo Ilves Tampere (address: Hatanpäänvaltatie 1, 33100 Tampere).
- Kindly send the following **items** via email to [organizers@tamperegoesagile.fi](mailto:organizers@tamperegoesagile.fi)
  - Your picture (recommended 200x200 pixels) and bio at the latest on **15<sup>th</sup> September at 16:00;**
  - Your speech at the latest on Monday **23<sup>rd</sup> October at 16:00;**
  - If you want to be introduced with certain words when you start your speech, send also your introduction sentences at the latest on Monday **23<sup>rd</sup> October at 16:00;**
  - Notification if you don't allow us to video record your speech;
- Please do keep in mind when making your **presentation** that you are speaking about your topic and that your topic is about Alternatives to Established Agile Approaches. Participants are interested in real-life examples, also the worst cases. Use pictures to invigorate your presentation. Avoid slides with just text and small font size.
- And no need to **register** to the event. We'll send you a personal invitation separately!

### At the event

- You are welcome to participate to the whole event;
- You must **be present** at the event **at least half an hour before your speech;**
- Please inform your arrival to the chairperson of the room where you keep your speech;
- You must keep your speech within the time reserved for it so that we can stay on schedule for the whole day;
- Please reserve about 3 minutes at the end for possible questions;
- The chairperson of the room will give you a signal when you have 10 minutes left and stands up when you have 5 minutes left.

### After the event

- We will publish the speeches at our website. If you don't want your speech to be published, please inform us;
- You will receive feedback from the participants regarding your speech from TreGA organizers.

If you have any questions or e.g. get sick and are not able to come to the event, please contact TreGA organizer Alexandra Santos [alexandramsantos@gmail.com](mailto:alexandramsantos@gmail.com) (+358 40 824 36 35).

**Let's make this event the best TreGA ever!**