



FRANKFURTER
BUCHMESSE

How-to Calendar of Events

Information on how to prepare your event entry

Entry of your Event in the Event Calendar

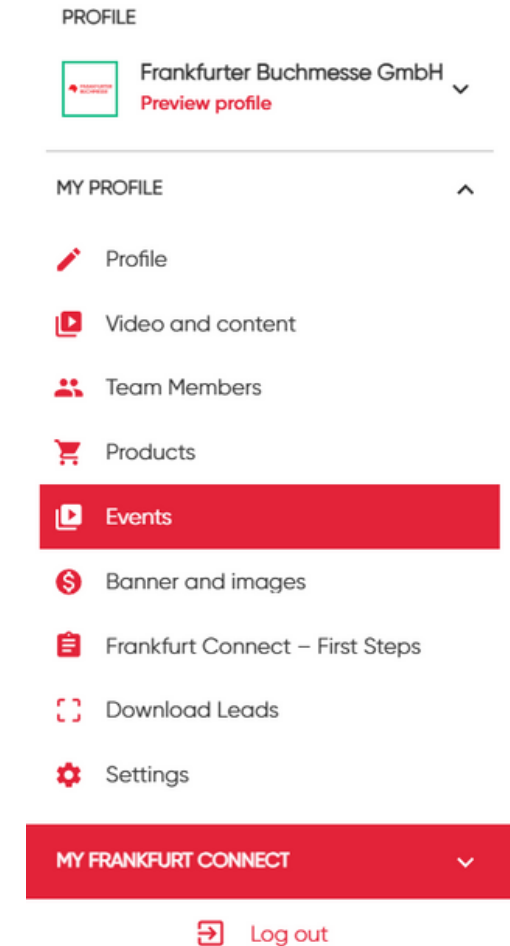


Please enter your event promptly in the Frankfurter Buchmesse Calendar of Events. Use your Frankfurt Connect access for the entries. To help you make the best possible preparations, you will find instructions for your event entry below.

How-to Calendar of Events



- ✓ Login to Frankfurt Connect.
- ✓ Using your company profile, click on "My Profile" and then on "Events".
- ✓ The menu will guide you through adding event details and information on possible risks.
- ✓ In your event details, you can list your panelists/authors in the description text and also mention any subsequent book signing sessions.
- ✓ Once you are done, click Save – this will send the event to us for review and approval.
- ✓ Once approved, your event will appear shortly in the Calendar of Events on Frankfurt Connect.



If you have any trouble regarding your entry please contact support-connect@buchmesse.de

How-to Calendar of Events



The input form for events does not currently allow saving your entries temporarily. We have therefore compiled a checklist for you so that you have all the information you need before you start the event entry. In any case, please start by creating the speakers you want to assign to the events. Here are two possible ways to do this:

- 1) You can create the speaker as a team member yourself. If you would like them to appear in the publicly visible list of speakers, please send us a message to speaker-connect@buchmesse.de.
- 2) You can have spokespersons who are not members of your team (and should not be contacted, for example) created by us. To do this, please send an e-mail to speaker-connect@buchmesse.de.

Using both methods, the speakers will appear in the selection list after they have been created and can be assigned.

Checklist

Event details



- ☒ Type of Event (off site/on site/online)
- ☒ Photo upload
- ☒ Title of Event
- ☒ Language of Event
- ☒ Date, start and end time
- ☒ Location
- ☒ Event Description
- ☒ Event Categories
- ☒ Speakers



As the organiser, the safety of all participants at Frankfurter Buchmesse is very important to us. In order to check and approve your event, we ask you to assess the risk of various aspects that may be relevant to the seamless running and safety of your event.

For the registration and approval of your event, we will ask you about various risks and whether you classify them as non-critical or critical in your assessment and how many visitors you expect.

Risk Assessment



- ❗ What is the maximum number of visitors you expect?
- ❗ Do you expect an increased number of visitors?
- ❗ Is the topic/content of the event critical?
- ❗ Do you expect authors, speakers or participants on your event who could polarize through their presence?
- ❗ Do you expect people who are under police protection to attend? If yes, please indicate the person in the free text field and also indicate whether you will be bringing your own security.
- ❗ Do you expect guests or visitors in the audience who could polarize through their presence or make polarizing statements at your event?
- ❗ Do you expect disturbances or demonstrations?
- ❗ Do you expect increased media interest?
- ❗ Are you planning a ticketing or queue management system for your event? If yes, you will be asked to elaborate.



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