

# Flame

2-4 November 2021

Hotel Okura – Amsterdam, Netherlands

<https://informaconnect.com/flame-conference/>

## Flame Speaker Checklist

Action		Documents to be sent directly to	Deadline	Done
1	RSVP Attendance in-person or virtual	<a href="mailto:flameoperations@informa.com">flameoperations@informa.com</a>	5 <sup>th</sup> Oct, 2021	<input type="checkbox"/>
2	Share direct contact number in cases of emergencies and/or alternative contact numbers		5 <sup>th</sup> Oct, 2021	<input type="checkbox"/>
3	Presentation Slides, videos, polling or any other tools (if used) Bring a back-up on a USB to the event, particularly if there are any changes		24 <sup>th</sup> Oct, 2021	<input type="checkbox"/>
4	Arranging your accommodation	Your own arrangements	25 <sup>th</sup> Oct, 2021	<input type="checkbox"/>
5	Arranging your flights			<input type="checkbox"/>
6	Arranging your visa			<input type="checkbox"/>
7	Arranging your vaccine documentation or PCR tests or Antigen tests (note that PCR tests antigen tests are required to be no older than 24 hours)			<input type="checkbox"/>
8	Center Stage Registration	<a href="https://informaconnect.com/center-stage/">https://informaconnect.com/center-stage/</a>	28 <sup>th</sup> Oct, 2021	<input type="checkbox"/>