

## Checklist – Your event at Frankfurter Buchmesse 2023

### Event details

- Language of the event\*
- Title of the event (German and/or English)
- Teaser text (German and/or English)
- Long description (German and/or English)
- Start of event (date and time)\*
- End of event (date and time)\*
- Event type\*
- Subject area\*
- Target group\*
- Event pictures in printable quality (min. 300 dpi resolution)
- Copyright information for the uploaded images\*

### Additional information about the event

- YouTube or other video links to promote the event
- Venue (address)

### Details for up to 6 participants

- Title
- First and last name
- Name of the company/institution
- Function (German and English)
- Twitter, Instagram, Homepage
- Biography (German and/or English)
- Portrait / Image Upload (max. file size 5 MB, png gif jpg jpeg, 1:1 aspect ratio)
- Copyright information for uploaded images

### Information about the organizer

- Organizer information (name, address, contact information, homepage, co-organizers if applicable)\*

### Contact

- Name of the company
  - First name
  - Last name\*
  - Phone number\*
  - E-mail address\*
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- Transfer of rights of use for uploaded images and text in accordance with to [our terms and conditions](#)\*