

**'ProPresentation –
Convincing communication & successful presentation'
Eyes & Ears Academy
1 & 2 December 2005
Interone Worldwide, Cologne**

In the context of this two-day event organised by Eyes & Ears of Europe and Interone Worldwide, the most important methods and knacks will be imparted to the participants. Verbal and non-verbal communication, self-management and meeting the target audience will be trained. Beside practical trainings, there will be numerous tips for the preparation of presentations, because: Successful presentation comes primarily with practice.

This event is primarily aimed at employees of media and communication companies, (post) production firms, design studios, consultancies, marketing, advertising and dialogue agencies who do presentations in the context of their job or want to take on those tasks in the future. Students and trainees are also very welcome. Please note that the number of participants is limited to a **maximum number of 16**. **The seminar language will be German.**

Registration deadline: 25 November 2005

Questions? Just call us: **+49 (221) 454 3511**

Thursday, 1 December 2005

11.30

Welcome

Heinz-Jörg Eberbach, Managing Director Interone
Cologne

Workshop presentation

Wout Nierhoff

11.45

Introduction of the participants

12.00

**Which impression do I make?
Personality and appearance in
communication/presentation**

12.45

**Chances and borders of verbal and non-verbal
communication**

13.30

Lunch break

14.45

**Communication begins with active listening and
understanding**

15.30

Break

16.00

**Short and concise - and nevertheless all
included?**

16.45

Break

17.15

**Peculiarities of the single, double and group
presentation**

18.00

End of the first day

Friday, 2 December 2005

09.30

Get together

09.45

Optimising customer oriented communication

10.30

Break

11.00

**Peculiarities of different communication
partners**

11.45

Break

12.15

**Conflict management in communication
situations**

13.00

Lunch break

14.15

**Roles and games in
communication/presentation**

15.00

Break

15.30

Self-confident appearance easy made

16.15

Final discussion

16.45

Evaluation

17.00

End of the event

How to register

For your compulsory registration please send in the registration form until 25 November to:

Eyes & Ears of Europe

**Association for the
Design, Promotion and
Marketing of Audiovisual Media
e.V.**

Eyes & Ears Academy

**Director
Wout Nierhoff
Project Management
Ina Braun
Event Management
Lisa Gendziorra**

Office

**Phone: +49 (221) 454 3511
Fax: +49 (221) 454 3512
eMail: academy@eeofe.org
Internet: www.eeofe.org**

Fees

€ 250,- for Eyes & Ears members; € 75,- for students and trainees who are members. € 1.000,- for non-members; € 150,- for students and trainees who are non-members. The fee is to be paid within a week after the receipt of the written confirmation by either crossed cheque or bank transfer.

Accommodation and catering are not covered by the participation fee.

**Eyes & Ears of Europe e.V.
Stadtsparkasse Köln
Bank code: 370 501 98
Account No.: 101 308 2688**

Your registration is compulsory

Should you wish to cancel your participation after your registration, we will charge a cancellation fee. If you cancel your participation within the last eight days before the seminar, we will have to demand the whole participation fee. In any case you can nominate somebody else to replace you in the seminar. Please note that reduced member fees cannot be transferred to non-members. **Eyes & Ears of Europe reserves the right to change the programme.**

How to get to the event

By public transport

At Cologne Central Station (Hauptbahnhof) please take the underground No. 16 (direction: Bonn/Bad Godesberg), 18 (direction: Bonn) or 19 (direction: Klettenberg). Change at Neumarkt and get onto underground No. 3 or 4 (direction: Bocklemünd/Mengenich) on the same platform. Get off at Körnerstraße and take the exit Neptunplatz. Walk straight on and turn right into Thebäerstraße. At the end of the street you find the mint-coloured building No. 17.

By car

From the motorway A1 change at the junction "Kreuz Köln Nord" onto the A57 in direction Cologne. Please take the upward exit "Ehrenfeld" and turn right into the Parkgürtel. Drive down the Parkgürtel in direction Braunsfeld. At the petrol station Aral turn left into Vogelsanger Straße. After approx. 500 m turn left into Thebäerstraße. On the right side you find the mint-coloured building No. 17.

Location

Interone Cologne
Thebäerstrasse 17
D-50823 Cologne
Germany