

## **ProPresentation – Communicate convincingly & present successfully 30 November & 1 December 2006 – Unterföhring**

In the context of this two-day event organised by Eyes & Ears of Europe and CREATION CLUB, 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: 24 November 2006**

Questions? Call us: **+49 (221) 60 60 57 10**

### **Thursday, 30 November 2006**

11.30

#### **Welcoming**

Zeljko Karajica, Managing Director  
CREATION CLUB, Unterföhring

#### **Programme & workshop instruction**

Wout Nierhoff

11.45

#### **Introduction of the participants**

12.00

#### **Which impression do I make?**

**Image and appearance in  
communication/presentation**

12.45

#### **Chances and limits of verbal and non-verbal communication**

13.30

#### **Lunch break**

14.45

#### **Communication begins understanding**

15.30

#### **Break**

16.00

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

16.45

#### **Break**

17.15

#### **Peculiarities of single, double and group presentations**

18.00

#### **End of the first day**

### **Friday, 1 December 2006**

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**

13.00

#### **Lunch break**

14.15

#### **Roles and games in communication/presentation**

15.00

#### **Break**

15.30

#### **Self-confident presentations easy made**

16.15

#### **Final discussion**

16.45

#### **Evaluation**

17.00

#### **End of the event**

## How to register

For your compulsory registration please send your registration form until 24 November 2006 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  
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Lisa Gendziorra  
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### Office

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Internet: [www.eeofe.org](http://www.eeofe.org)

## Fees

Eyes & Ears members: € 250, member students and member trainees: € 75, non-members: € 1.000, non-member students and non-member trainees: € 150. The fees must be paid within a period of one week after receiving the invoice by means of bank transfer.

Accommodation and catering costs are not included in the participation fees.

**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 you have registered, we will charge a cancellation fee. If you cancel your participation within the last eight days before the seminar, we will retain the total amount of the participation fees. You can, anyway, name 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 make changes to the programme.**

## How to get to the event

### By public transport

Coming from Munich airport, take the urban railway S-Bahn no. 8 in direction to 'München' and get off at 'Unterföhring' station.

Coming from Munich city, take the urban railway S-Bahn no. 8 in direction to 'München Flughafen' and get off at 'Unterföhring' station.

### By car

Take the motorway A9 in direction to München until you get to the intersection 'München Nord'. Take the exit 'München Frankfurter Ring / Föhringer Ring'. Drive down the Föhringer Ring until you get to the exit 'Unterföhring'. At the traffic lights turn left into 'Münchener Straße'. At 'Gewerbepark Fernsehen' turn right into the 'Mitterfeldallee' and continue until you reach the roundabout. At the roundabout, turn left into 'Dieselstraße' and go straight on until you get to the 'Medienallee'.

### Venue

CREATION CLUB  
Medienallee 19  
D-85774 Unterföhring  
Germany