

Dear speaker,

Firstly thank you for agreeing to present at PechaKucha #2 in Hanoi.

This document will hopefully cover all the details you will need to get ready.

**When is the event?** Wednesday the 7th of December at 8pm (Doors open 7pm)

We will be there from 5pm getting set up so please come by 6.30pm at the latest. There is (good) food and drink available at the venue if you want to eat there.

**Where?** Hanoi Cinematheque, 22a Hai Ba Trung, for map go [here](#).

**What are the guidelines for your presentations? (taken from the PechaKucha book)**

- 20 images. Each image being 1024 x 768 pixel jpegs
- visually appealing creative contents only
- no long winded manifestos
- no straight advertising
- no pie charts

**Do I need my own laptop?**

No to avoid technical problems on the night you need to email us your images in advance. We will then put them into one presentation (on apple keynote) that we will play on the night from our laptop. Remember you do not control the slides they will move on automatically every 20 seconds.

**What language should I speak?**

We are happy for people to speak in any language(s). This is a new event and we want it to be as open and accessible as possible for presenters and speakers. Hopefully the images will communicate your message as well for people who might not understand Vietnamese, English, French, Polish etc.

**What is the speaking order?**

We will send you an email the day before to confirm the speaking order for the evening.

**What is the set-up in the venue?**

Presenters to present with a big screen and microphone/pa in the performance room of the Hanoi Cinematheque with your images also projected onto a screen in the main bar area.

**What do I need to do exactly?**

1. Send us 20 slides in jpeg format (1024 x 768 pixels) by email with each slide numbered so we get the order right by Friday the 2nd of December
2. Send us the link (if any) that you want us to put up on the PechaKucha website for this event (blog, website etc) by Friday the 2nd of December or ASAP
3. Be at the venue by 6.30pm on the Wednesday night

Good luck,

Colin, Gareth and Van Anh

**City Organisers for PechaKucha Hanoi**

**Colin Campbell**

Mobile: 016388-21606

**Gareth O'Hara**

Mobile: 0904-228629

**Van Anh Pham**

Mobile: 091 211 2543

e-mail: [pechakuchahanoi@gmail.com](mailto:pechakuchahanoi@gmail.com)

website: [www.pecha-kucha.org](http://www.pecha-kucha.org)

twitter: @PechaKuchaHanoi