

Leipzig liest (Leipzig reads) Information on Event Organisation



Leipzig liest 27.–30. April 2023

Leipzig Book Fair and Manga Comic-Con have much more to offer than just an exhibition stand

All exhibitors have the opportunity to present their authors, books and programmes in addition to their exhibition stands. A perfect option can be to organise an event at the Leipzig liest reading festival.

Why is an event at the Leipzig liest reading festival ideal to complement your exhibition stand?

- Direct contact to readers (interaction)
- Discussions on the subject and content of the event or book
- Forums at the fair where visitors can discover new stories and content
- Added flair at various distinctive event venues across the city
- Savings on organisation and costs for events
- Opportunities to offer book sales and signings
- Marketing for authors, books and companies as well as media attention if desired

Your event

You have various options to make your event slot whatever you want it to be: a reading, a panel discussion, an interactive chat with your audience, an activity programme for children, book signings or a lecture. The wide range of events is what makes our programme so special.

There are no restrictions from us on the content. When you register your event, you will have many opportunities to allocate your event entries to relevant themes and to add content. This means it can easily be found in the full digital programme using the available filters.

The responsibility for carrying out the event lies with the respective organiser or the registering company according to section 9 of the Conditions of Participation.

Our service guarantee

- Allocation of event slots
- Organisation, construction, equipment and management of forums at the Leipzig Exhibition Centre
- Selection, arrangements, agreements and technical equipment for venues in and around Leipzig
- Publication of programmes, advertising, PR, cooperation with the media

Dates

- Event registration from 1 to 30 November 2022
- Event request updates until 15 December 2022 (later possible by email)
- Registration of self-organised events (at your own venue) by 31 January 2023
- Confirmation (per email) of the organised events from early February
- Programme available online from 23 February 2023
- Leipzig Book Fair and Manga Comic-Con 27 to 30 April 2023

Venues

Leipzig Book Fair Forums

The following forums will be available in the halls at the Leipzig Exhibition Centre.

Hall 1

- The Black Sofa
- Workshop Space
- Anime Cinema

Hall 2

- Education
- Literature + Audio
- o Non-Fiction
- Non-Fiction + Science



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Hall 3

- o Children & Youth
- Fantasy
- Main Stage

Hall 4

- International
- Europe
- Worldwide
- Literature
- Music

Hall 5

- New and Independent Publishers
- Literature
- o Non-Fiction
- Authors and Self-Publishers
- o Trade Forum

Other

- Signing Area(s)
- Curated Stages, e.g. Open Society Forum, Media Forum, Stage for Authors, Campus for Kids and Youngsters
- Stages for Exhibitors, e.g. Host Country Austria, ZDF Stage, ARD Forum, Traduki

Time schedule for the forums

Slot 1	10:30-11:00 am
Slot 2	11:00-11:30 am
Slot 3	11:30-12:00 pm
Slot 4	12:00–12:30 pm
Slot 5	12:30-1:00 pm
Slot 6	1:00–1:30 pm
Slot 7	1:30-2:00 pm
Slot 8	2:00-2:30 pm
Slot 9	2:30-3:00 pm
Slot 10	3:00-3:30 pm
Slot 11	3:30-4:00 pm
Slot 12	4:00-4:30 pm
Slot 13	4:30-5:00 pm
Slot 14	5:00-5:30 pm
Slot 15	5:30-6:00 pm

If necessary and in accordance with the current regulations, we are planning the following hygiene and health protection measures at the forums:

- Shorter slots to accommodate the hygiene measures
- Cleaning in the podium areas
- No standing room: the number of visitors is restricted at each forum to the number of seats available.
- Digital and/or analogue registration of visitors and contributors at the entrance to each forum
- Compulsory FFP2 or surgical masks



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CCL

At the Congress Center Leipzig (CCL), rooms are available for hire in various sizes. Please indicate what kind of room you require when registering your event.

If you have any questions, please send them to Maren Hein at m.hein@leipziger-messe.de.

Venues

Our Leipzig liest organisers can put you in contact with venues in and around the city of Leipzig that are willing to host events

- in accordance with hygiene regulations, particularly the currently valid version of the Saxon Corona Protection Ordinance <u>SächsCoronaSchVO</u>
- in accordance with the Conditions of Participation for Leipzig liest

As the organiser of the events for which you have registered, you are subject to compliance with the guidelines in place at the respective event venue and the statutory provisions stated in the current version of the Saxon Corona Protection Ordinance (SächsCoronaSchVO).

Book signings at the Leipzig Exhibition Centre

In order to ensure that all events held at the exhibition site adhere to the hygiene and protection guidelines, exhibitors are not permitted to hold book signings at their exhibition stands.

A signing area is available for book signings.

If you would like to host a book signing, please register this as a separate event.

When hosting an event at one of our forums, you can use the table for signing and book sales located at the respective forum for 30 minutes after the event.

The event host is responsible for organising these book sales and book signings.

Event Streaming

Technical equipment for events is available at our forums (microphones, audio systems, laptops, projectors). This does not include technical equipment for streaming events or any staff support. If you wish to stream your event, please indicate this when registering it. If required, we can install streaming equipment in our forums. To cover the resulting costs, we will charge a fee of €990 per streamed event.

If you would like to stream your event at a venue in or around Leipzig, please also indicate this on your registration. We will put you in touch with suitable venues and technical companies for you to cooperate with.

Overnight stays in Leipzig

Our team is happy to support you in booking hotel rooms for your authors and other contributors to your events. You can find an overview of the hotels here: https://www.leipziger-buchmesse.de/de/ausstellen/hotel-buchen/

Hotel bookings: Phone: +49 (0)341 678-6860, Monday to Friday from 9 am to 5 pm

Fax: +49 (0)341 678-8722

Email: hotelreservation@leipziger-messe.de

Advertising

If you are interested in placing an **advert** on the website at www.leipziger-buchmesse.de, please contact NEUREUTER FAIR MEDIA

Phone: +49 (0)341 678-27782

Ines Richter

Email: LBM@neureuter.de



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What does it cost to take part?

Your payment provides a contribution towards financing the costs of organising events and the costs of the venues.

The fee for the "Leipzig liest" reading festival is used to finance the publishing of the programme.

"Leipzig liest" Fee 1	€45	 per event for Main exhibitors for all events included in the events-per-stand table Book signings Digital events Events at your stand Venues in and around Leipzig that are main organisers and/or have entered events
"Leipzig liest" Fee 2	€99	 per event for Co-exhibitors Main exhibitors for events not included in the events-per-stand table

How many events can I register and host?

The number of event locations is limited and we will not be able to grant all event requests. There are various criteria to consider when deciding whether events can go ahead. These criteria include the size of your exhibition stand, the topicality of the title and the relevance to current themes being communicated at Leipzig Book Fair (e.g. a focus on particular countries or subjects).

You can register more events than are shown in the events-per-stand table. The additional events will be taken into consideration if enough venues are available. When you register, please let us know which events are most important to you.

Events per Stand

Stand size	Maximum number of events	
Small stand, 4 m ²	1	
Small stand, 6 m ²	2	
Up to 10 m ²	3	
Up to 19 m ²	5	
+ 20 m ²	+ 2	
The number of events can be increased by 2 for each additional 20 m ² of exhibition space.		
Co-exhibitors	0 or only in agreement with the main exhibitor	

Event registration

- Only authorised Leipzig Book Fair and Manga Comic-Con 2023 exhibitors are permitted to register events until 30.11.2022. After that, only self-organised events can be registered until 31.01.2023.
- Access to event registration is via your customer account with Leipziger Messe. If you have co-exhibitors who wish to host events, they must agree this with you as a main exhibitor because co-exhibitor events are included in the main exhibitor's event allocation. A link to the event registration is available on request from leipzig-liest@leipziger-buchmesse.de.
- Event locations and partners will receive access to the online registration of events after they have coordinated with the Leipzig liest organizers.



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Event database

Leipziger Messe GmbH will continue to develop the event database and the event calendar using funds from the economic stimulus programme "Neustart Kultur". Current new functions include the following:

Dashboard:

You (personally) register for a separate customer account via the link to the event registration. This account has a personal dashboard for you to work on your event entries and add information to them. You can also see the status of each event. We are developing more communication and organisation modules for the dashboard that will be ready in 2024.

Online Book Sales

You can enter the ISBN code of each book when you register an event. In the event calendar, visitors can then make online purchases of the books that are promoted at the event.

Contact

Feel free to contact us at any time if you have any questions related to your events:

Leipzig liest

Phone: +49 (0)341 678-8015

Email: leipzig-liest@leipziger-buchmesse.de