Information on registering your event at the BAU 2025

BAU 2025
User Guide Momentus database

Information in advance

In the run-up to BAU 2025, we will provide you with special software that you can use to publish your planned events on our website.
These are **exclusively events on your stand (= exhibitor events)** that are held during the official trade fair hours.

In this way, **visitors and journalists will become aware** of your events and can visit your events.

Due to the internationality of our visitors, we kindly ask you to enter **all information in both, English and German**, because the supporting program of BAU 2025 will be displayed in both languages.

Please note:

All fields **marked with an asterisk** (=mandatory fields) must be completed.

Please fill in the mandatory fields marked. If you would like to change your entry at a later date, please contact:
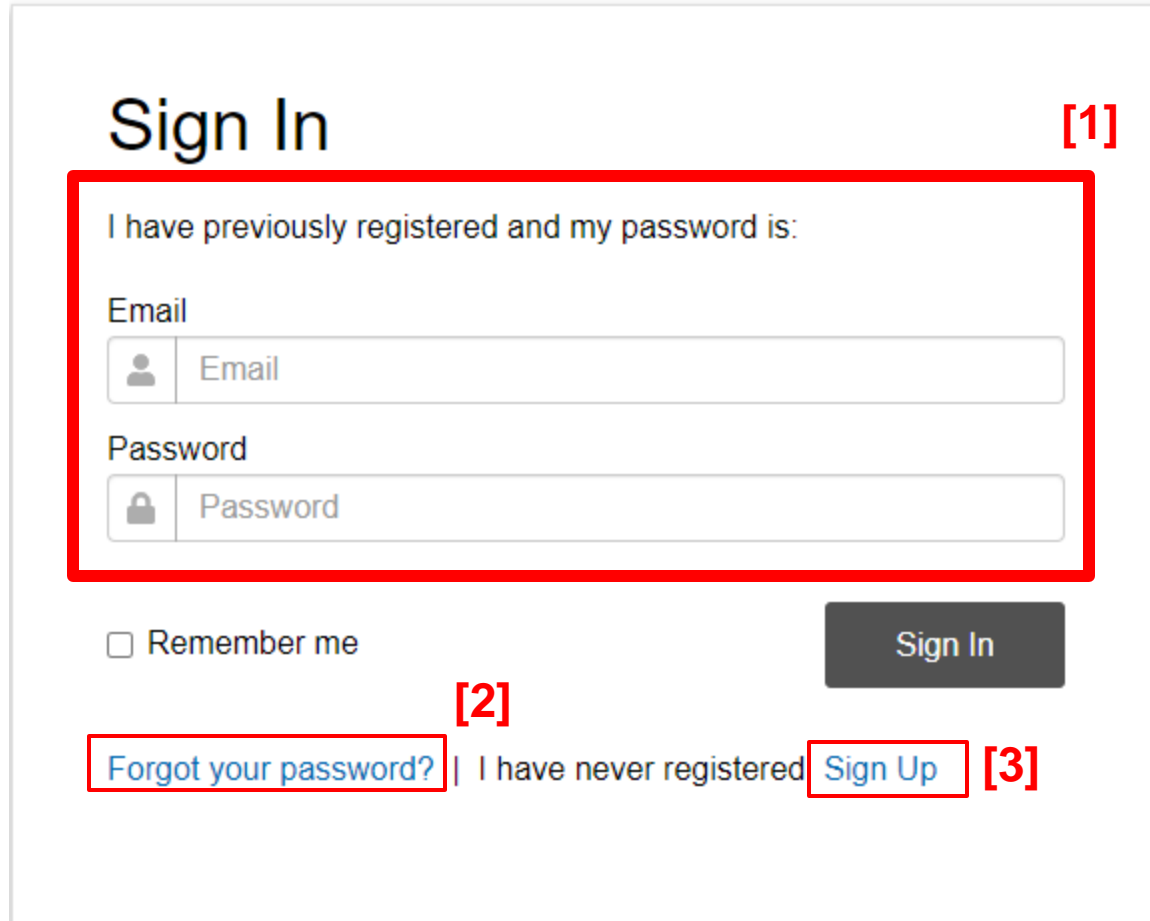Nicole.van-Paassen@Messe-Muenchen.de
Anna-Lena.Mysik@Messe-Muenchen.de
Daniela.Bohrer-Glas@Messe-Muenchen.de

Login

1st step: Please select your preferred input language **BEFORE logging in/registering**. You can select this in the field in the top right-hand corner.

Sign In **[1]**

I have previously registered and my password is:

Email

👤 | Email

Password

🔒 | Password

☐ Remember me   Sign In

[2]

Forgot your password? | I have never registered Sign Up **[3]**

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[1]

If you are already registered, please enter your login data (e-mail address and password) and then click on "Sign In".

➡ continue with instructions on page 5

[2]

If you have already registered and forgotten your password, click on "**Forgot your password?**" You will then receive an e-mail with which you can reset your password.

➡ continue with instructions on page 5

[3]

If you are **logging in for the first time** and do not have any credentials yet, click on "**Sign Up**". Then enter your data to continue. ➡ continue with instructions on page 4

New registration for first use

Please enter all your **personal data** here. All fields marked with * are mandatory.

If you have an additional title other than the selectable ones (Dr., Prof.), please enter this in the First name field. (Example: Dipl.-Ing. Maximilian)

The password must have a **minimum length of 4 characters**.

Please note: If you are not a speaker yourself, you do not need to provide a bio/biography, speaker picture or LinkedIn, Twitter or website at this point. You can assign this to each speaker at a later stage in the process.

You complete the registration by clicking the "Save" button.

Save   Cancel

Company

Enter your company details here

Company Name *

Country*

Germany

Contact details

Prefix*

Suffix

First Name *

Last Name *

Email *

Password *

Confirm Password *

Company *

Job Title

Country*

Germany

Biography

Language*

English

Submit lecture / event

Dashboard   Add Lecture / Event   Speakers

Dashboard

Here is a list of lectures / events that you have submitted. Please click on the edit icon, or add new lectures / events.

Submitter

+ Add Presentation **[4]**

[4]

To submit a lecture / event, click on the button "Add Lecture / Event".

If you want to submit several presentations, repeat the next steps accordingly.

In this overview you will also see all presentations saved and submitted by you up to this point.

Lecture / event details

Title *

[5] Please enter the lecture/event title in GERMAN. The English title will be entered a few fields later.

Presentation Type *
Choose...

[6] Please limit the supporting program to the following types of presentation: **lecture** or **panel discussion** or **moderation**

Date*

Start time *
00:00

End time *
00:00

[7] Select the date and time slot for your presentation/event. Please note the following timings: BAU opening hours: 09.30 - 18.00h

In which language will the presentation be held?*

[8] In which **language** will your presentation/event be held? (German or English).

Exhibitorname *

[9] Please enter here **which organizer/partner** is organizing the lecture/event.

Where is your lecture/ event taking place?*

[10] Please select your location (**hall**) and enter the **stand number**.

Event subject *

[11] Please assign the appropriate **event theme** for your lecture/event. Multiple selection is possible (select **a maximum of 5**).

Description & saving of the individual lectures / events

Presentation title English *
(Please add here the presentation title, max. 30 character)

[12] Please enter your presentation title in **English (200 characters at a max)**.

Lecture description German *
(Please enter here the description of the presentation in German. Max 700 columns)

[13] Please enter your detailed description in **GERMAN** here. Please note that this text will be visible on the program overview of the BAU website (max. 800 characters).

Lecture description English *
(Please enter here the description of the presentation in English. Max 700 columns)

[14] Please enter your detailed description in **ENGLISH** here. Please note that this text will be visible on the program overview of the BAU website (max. 800 characters).

‹ Back | Cancel | Save | Save & Continue

[15] Please check that all mandatory fields have been completed. Then press "Save & Continue".

Complete speakers/submitter

Contributors

Please add, if you wish, further persons as speaker / moderator for your lecture / your event.
(The data of the submitter will not be published.)

Submitter

.   .

 Add New Speaker **[16]**

YOUR ACCOUNT

+

[16]

In this step you can add the speakers to your lecture.–
To add a new speaker, click on the "Add new speaker" button

If you have multiple speakers or participants scheduled for your lecture / event, do the next steps for each person.

Please note: If you do not have any speakers for your presentation / event, add yourself as a submitter by clicking on the "+" and selecting the role "Submitter". This role will not be published on the exhibitor event overview. For this case, you can skip both following pages. If you have already added a speaker, you do not need to **add yourself as a submitter**.

Complete speakers

Add Contributor

ⓘ Please enter the information below to get started. You will be able to enter the rest of the information before the person is added to the submission. All fields are required.

Email *

[17]

✕ Cancel   Next

Contributor Roles [18]

Select Role

[17]

Please enter the e-mail address of the speaker or a fictitious one here. The system checks whether the contact already exists. Then please click on "Next".

[18]

Please select ONLY one of the two roles here: Speaker and/or Moderator.

Add speaker data

Prefix*

Suffix

First Name *

Last Name *

Email *

Company *

Job Title

Country*

Photo **[19]**

Language*

Default Language **[20]**

Add Contributor   Cancel   **[21]**

Please enter all data about your speaker or participant below.

All fields marked with * are mandatory.

If you have an additional title other than the selectable ones

(Dr., Prof.), please enter this in the First name field. Example:

Dipl.-Ing. Harry

Bio: If you have a copyright on the speaker's picture, please

enter it please enter in the Bio field in the first position. This is

followed by the speaker's biography, first in English, then in

German.

[19]

If you want to upload a speaker image, please click the "Photo"

button and upload the file. (The image file must **not** contain the
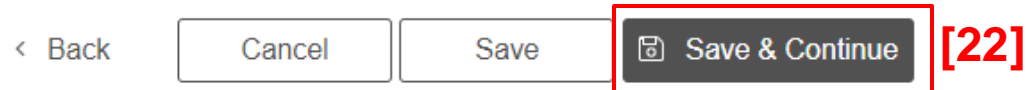
following characters in the naming: \ / : * ? " > l)

[20]

Please enter the **communication language** of the speaker or

participant here (German or English).

[21]
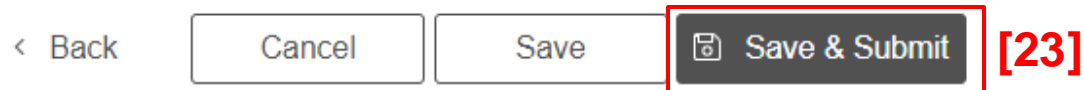
Finally, click the "Add contributor" button.

Finalize & Complete

< Back | Cancel | | Save | | 🖫 Save & Continue | **[22]**

< Back | Cancel | | Save | | 🖫 Save & Submit | **[23]**

[22]

As soon as you have added all the lecture details and speakers, click on the "Save & Continue" button.

In the next step you will get a detailed overview of all entered data. Please check the data again here.

[23]

If all data is correctly entered, click on the button "Save & Submit". Your lecture / event will then be sent to the project team.

Please note: You can edit the submitted presentations/events and speaker information independently up to a certain point before BAU 2025. If you want to change anything afterwards, please contact Daniela.Bohrer-Glas@Messe-Muenchen.de Nicole.van-Paassen@Messe-Muenchen.de or Anna-Lena.Mysik@Messe-Muenchen.de.