

## Information for speakers

### Important Deadlines

#### Middle/End of April

- Submitting a presentation proposal

#### End of April

- Participation registration as speaker
- Change of presentation data, if desired (otherwise we will take over the data from the Call for Presentations):
  - Presentation title in English (max. 120 characters)
  - Abstract in English (max. 300 characters)
  - Co-authors
- Optional: Text and Video/Photo for LinkedIn

#### Until August 31st

- CV (Studies, professional Stations, current Positions)
- Profile Picture

#### Until September 20th

- Submission of presentation slides via our website

### Presentation

#### Length and language

- Your presentation lasts 20 minutes plus 10 minutes of subsequent discussion with the audience
- English is the language of your spoken presentation and your presentation slides

#### Slides

- PPTX slides need to be in English language
- You can use your own in-house PPTX template
- You will be supported by professional technicians on site at the Aachen Colloquium. **Please test your presentation in your presentation hall in time**, either on the opening evening, in the mornings before the presentation program starts or at the beginning of the breaks.
- In-house fonts deviating from standards need to be provided to the technicians in the presentation hall.
- If any, embedded videos should possibly be provided to the technicians in the presentationhall also as a separate file.
- For files over 50 MB, please provide us with a download link yourself and send it to [info@aachen-colloquium.com](mailto:info@aachen-colloquium.com)

## Publication

- The Aachen Colloquium publishes all presentations in the event app and via SAE. They can also be downloaded from the website. The documents are only accessible to persons who were participants at this Colloquium or purchased the conference documents. The submission of presentation slides is obligatory and is confirmed upon acceptance of the presentation. The publication of a full paper in English is optional.
- The author is solely responsible for the accuracy of the content. The organizer reserves the right to change the layout.
- Exclusion of competition: It is not permitted that the content of the presentation has been published elsewhere in the form in which they are submitted to the Aachen Colloquium.
- Transfer of rights: With the confirmed acceptance, the Aachen Colloquium Sustainable Mobility acquires the unrestricted right of use for reproduction and distribution in all currently known forms of exploitation and for all types of use.
- The organizer agrees to the republication of excerpts from the presentation for other republication by the author after prior request, whereby the first publication at the Aachen Colloquium must be correctly cited as the source.
- Commercialization and distribution: The contents of the presentations can be purchased as a digital copy or in form of access rights. The author will not receive a financial commission resulting from the sale.
- The presentations will be streamed live and recorded via the event platform. These videos will be available in the event app until the end of the event year.

## Participation at the Aachen Colloquium

- Participation in the Aachen Colloquium is free of charge for one speaker per presentation.
- The participation of co-authors is charged, a separate participation registration needs to be done online beginning in May.
- Normally, each presentation should only be given by one person. In exceptional cases, a second person is permitted on stage. You must inform the organizers of this in advance of the colloquium.
- We will create a waiting list with all presentation submissions that we were unable to include in the program. If a slot subsequently becomes available, we may contact you and ask whether you would still like to give your presentation.

### **Marketing and Distribution**

- The contents of the presentations can be purchased as a digital copy or in form of access rights.
- Authors will not participate financially in the profit of the sales.
- Price information and order forms are available on request.

### **Exclusion of competition**

- It is not permitted that the content of the presentation have been published elsewhere in the form in which they are submitted to the Aachen Colloquium.

### **Assignment of rights**

- By confirming its acceptance of a presentation, the Aachen Colloquium obtains unlimited usage rights for reproduction and distribution in all currently known forms and for all kinds of use cases.

### **Republication of extracts**

- Subsequent publications (even in extracts) elsewhere by the author will be permitted by the organizers on prior request, whereby the source of original publication by the Aachen Colloquium must be correctly cited.

### **Curriculum vitae**

- We need your Curriculum vitae. for the introduction by the sessionchair. Please use the form in your user account.