Information for speakers

Important Deadlines

Until April 15th
• Speaker data and participation registration
• Presentation title in English and German (optional) (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
• Paper (according to Word template)

Until September 20th
• Draft of presentation slides to prepare the simultaneous translation
• Optional: speaker notes or speech transcript

Presentation

Length and language
• Your presentation lasts 20 minutes plus 10 minutes of subsequent discussion with the audience
• You can choose German or English as the language of your spoken presentation. A simultaneous presentation for both languages is available.

Slides
• PPT slides need to be in English language.
• You can use your own in-house PPT 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 presentation hall also as a separate file.
Paper

- The Aachen Colloquium will publish conference proceedings containing all papers. With the acceptance of your presentation, you commit to the obligatory submission of a formulated English paper with a length of 8 to 36 pages based on the template. The publication of presentation slides is not intended.
- The author is solely responsible for the accuracy of the paper content. The organizer reserves the right to change the layout.
- Exclusion of competition: It is not permitted that the content of the presentation and the manuscript have been published elsewhere in the form in which they are submitted to the Aachen Colloquium.
- Transfer of rights: With the confirmed acceptance of a paper, 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 paper for other republication by the author after prior request, whereby the first publication at the Aachen Colloquium Sustainable Mobility must be correctly cited as the source.
- Commercialization and distribution: The contents of the proceedings can be purchased as a digital copy or in form of access rights. The author will not receive a financial commission resulting from the paper sale.

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.