

## Guidelines and Information for Speakers

### Important dates

*End of March:* Notification of acceptance of presentation and reconfirmation by the speakers

*Until July 9th:* Submission of manuscript, technical equipment form and CV

*Until September 24th:* Submission of presentation for the preparation of the translators

### General information

Event Name:

Aachen Colloquium Sustainable Mobility

Organizer:

Aachener Kolloquium Fahrzeug- und Motorentechnik GbR  
P.O. Box 10 02 11  
52002 Aachen, Germany  
[www.aachener-kolloquium.de](http://www.aachener-kolloquium.de)

Venue:

Eurogress Aachen  
Monheimsallee 48  
52062 Aachen, Germany

Facts about the Colloquium:

- About 1.800 participants from over 25 countries
- 100 technical presentations
- Up to 65 exhibiting companies
- Vehicle tests on the ika test track
- Traditional banquet
- Attractive social program for attendee guests

Lenght of presentation:

20 minutes + 10 minutes of discussion

Language of the presentation:

German or English (simultaneous translation)

## In 8 steps towards your presentation

*Step 1:* Submission of an abstract

*Step 2:* Receive a notification of acceptance

*Step 3:* Reconfirm your presentation once again and register as speaker

*Step 4:* Read the guidelines concerning manuscript and presentation

*Step 5:* Transmission of manuscript, CV and technical equipment form

*Step 6:* Transmission of presentation

*Step 7:* Test your presentation with the technical equipment on site

*Step 8:* Give your presentation

## Registration for the Colloquium:

- The participation in the colloquium is free of charge for the first named speaker! The speaker will register with the „[presentation reconfirmation](#)“ in one step. The name tag and all relevant proceedings will be available at the name tag counter.
- The participation in the colloquium for co-authors is **not** free of charge and strictly requires a [separate registration](#) available on our website starting May 1st!

## Manuscripts:

The organizer of the Aachen Colloquium will publish proceedings containing all manuscripts. With the acceptance of the presentation, the speaker commits to [hand in such a manuscript](#). The manuscript needs to be formulated. Publishing the presentation slides is no option. The authors are solely responsible for the accuracy of the contents of manuscripts and presentations.

Please note the following guidelines:

- Submission of the manuscript as Word and PDF document
- Language of the manuscript: solely English
- The proceedings will be printed in DIN A5 format, your A4 document will be reduced accordingly
- The print will be in black & white.
- The use of the provided template is obligatory
- Note the guidelines within the template
- The organizer reserves the right to change the layout
- The manuscript should contain 8 to 36 pages

### 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.

### Assignment of rights:

By confirming its acceptance of a manuscript, the Aachen Colloquium Automobile and Engine Technology 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.

### Marketing and distribution:

- The contents of the proceedings can be purchased in print form, as a digital copy or in form of access rights.
- Authors will not participate financially in the profit of the sales resulting from their manuscript.
- [Price information and order forms](#) are available on our Website

## **Curriculum vitae:**

We need your curriculum vitae for the introduction by the session chairman and for the preparation of the translators.

## **Presentation:**

Please note, that the presentation slides can only be accepted in English. All presentations are translated simultaneously between English and German.

In case you use the organizer's laptop for the presentation, please do not directly include film sequences, but hand these in as separate file.

If you are using non-standard fonts, please provide the technicians with the appropriate font file.

To simplify the preparation of the technicians, please hand in the technical equipment form on time.

Please note the following design guidelines:

- Optimized presentation in 16:9 format
- Not more than 20 slides
- High contrasts and big fonts

You will be supported by professional technicians on site. Please take the opportunity to test your presentation the evening before or during the breaks together with the technicians. If you will use your own laptop, please contact the technicians at least 30 minutes before the session starts.

## **Information on simultaneous translation:**

All oral presentations will be simultaneously translated by professional interpreters. By following some basic rules you can help to ensure that your paper will be translated in an optimal manner:

- Submission of all necessary documents for preparation of the translators on time
- Avoid quick or unclear speaking
- If there are additional speaker notes, you can also hand these in for the preparation of the translators