

Guidelines and Information for Speakers

Important dates

Until July 15th: Submission of manuscript and CV

All information about submitting the presentation will be sent in a separate email to you.

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

Venue:

New in 2020: digital

Facts about the Colloquium:

- About 1.800 participants from over 25 countries
- 100 technical presentations
- Digital exhibition
- Vehicle tests on the ika test track (not in 2020)

Length of presentation:

20 minutes + 10 minutes of discussion

Language of the presentation:

English

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 and CV

Step 6: Transmission of recorded presentation

Step 7: Recorded presentation is streamed during the event

Step 8: After the streaming, there will be a live discussion round with the session chairman.

Please be ready on time.

Registration for the Colloquium:

- The participation in the digital colloquium is free of charge for the first named speaker! The speaker is automatically registered when submitting the presentation.
- The participation in the colloquium for co-authors is **not** free of charge and strictly requires a [separate registration](#) available on our website.

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 Sustainable Mobility 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 submitted in English. The presentation language of the digital event is exclusively English. Please do not include film sequences directly into the presentation, but submit them as a separate file to the organization team. Fonts deviating from the standard should also be provided. During the digital event you will be supported by the organisation team and professional technicians.

Please note the following design guidelines:

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