

## Guidelines and Information for Poster Presenters

### Important dates

**Until March 1st:** Submitting a poster proposal

**From beginning of April:** Confirmation of accepted poster and speaker registration

**Until August 31st:** Submission of a short paper for publication in the proceedings and submission of poster as PDF

### In 7 steps towards your poster presentation

- Step 1: Receive a notification of acceptance
- Step 2: Reconfirm your poster
- Step 3: Register as poster presenter
- Step 4: Read the guidelines concerning short paper and poster
- Step 5: Submission of short paper and poster
- Step 6: Submit presentation video for app
- Step 7: Be available for questions during event and take your poster with you afterwards

### Participation at the Aachen Colloquium

- Participation in the Aachen Colloquium is free of charge for one speaker per poster presentation.
- The participation of co-authors is charged, a separate participation registration needs to be done online beginning in May.

### Poster contribution

- Language of poster: English
- Format of poster: PDF, Size A0, portrait (84,111 x 118,913 BxH, in cm)

## Presentation video length and language

- Your video should last 5 - 10 minutes.
- The language of your poster presentation video is English
- The video will be made available on-demand in the event app.

## 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 2 to 8 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.