

Guidelines and Information for Poster Presenters

Important dates

From beginning of April:	Confirmation of accepted poster
Until August 31st:	Submission of a short paper for publication in the proceedings and submission of poster as PDF
At venue:	Submission of presentation slides and technical test

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: Submission of presentation slides and test of technical equipment at venue

Step 7: Present your poster

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

Poster

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

Length of presentation and language

- Length: max. 5 minutes
- Language: English

Presentation 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.
- 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 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.
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