12. 中国亚琛年会
AACHEN COLLOQUIUM CHINA

2022年11月17日 – 18日
November 17th – 18th, 2022
可持续出行技术
Sustainable Mobility

Guidelines and Information for Speakers

Important dates

From August 15th:	Notification of acceptance of presentation
From end of August:	Confirmation of accepted presentations by speakers
Until October 1st:	Submission of paper and CV
Until October 31st:	Submission of presentation slides for translators
November 17th or 18th:	Give your presentation live online

In 8 steps to your presentation

Step 1: Submission of an abstract

Step 2: Receive a notification of acceptance

Step 3: Definitely confirm your presentation by filling in the presentation form including
your registration as speaker

Step 4: Read the guidelines concerning paper and presentation (on the following pages)

Step 5: Submission of paper and CV

Step 6: Submission of your presentation for the translators

Step 7: Test your presentation with the technical equipment online in trial meeting

Step 8: Give your presentation online during event

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Presentation

Your presentation lasts 20 minutes plus 10 minutes of subsequent discussion with the audience. You can choose Chinese or English as the language of your spoken presentation. We will test the live online presentation during a test meeting before the event. All oral presentations will be simultaneously translated by professional interpreters between English and Chinese. By following some basic rules you can help to ensure that your presentation will be translated optimally:

- Submission of your draft presentation slides for the translators on time until October 31st
- Avoid quick or unclear speaking
- You can further increase the quality of translation by handing in your speaker notes or transcript of your presentation
- Should your presentation contain a video, please send the video file to us as a separate file as well for back up

Presentation Slides

Please note, that presentation slides can only be accepted in English. All presentations are translated simultaneously between English and Chinese. You can use your own in-house PPT template.

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. Please note the following guidelines:
- 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 submission of the 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 further publication by the author after prior request, whereby the first publication at the Aachen Colloquium China 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.

Curriculum vitae

We would like to ask you to upload your curriculum vitae for the introduction by the session chairman and for the preparation of the translators. Please use the online form.

Registration for the Colloquium

- The participation in the colloquium is free of charge for the first named speaker. This very speaker needs to fill in the presentation form including the registration as speaker.

- The participation of further speakers and co-authors is not free of charge. They must register separately with the standard registration form.

Preparation before the Colloquium

- The event will use the tool „Zoom" for the online conference. Please make sure this tool runs on your device.

- An online trial meeting will be organized. There you have the possibility to test out your settings. Please ensure that your camera and microphone are working.

- Choose an appropriate (virtual) background for your meeting and use good lightning.

- To ensure a smooth proceeding of your presentation and the conference, please be online on time before your presentation slot.