

INFORMATION FOR LECTURERS POSTER SPEAKERS

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1. Checking your presentation data

Please take note of the soon to be digitalised provisional programme booklet, particularly with regard to possible changes to the information given in the mail regarding your lecture date, title, author details, etc.

Please inform us immediately if you will not be the speaker yourself.
We need the full name and company name of the speaker/presenter,
in the final programme brochure,
which will be launched at the conference.

2. Delivery of Full-Paper

- It is not necessary to submit a full paper.
 - If there is a need for a publication, you can submit a full paper until 05 May 2021:
 - The template is available online for download.
 - The document is to be submitted by e-mail to contact@kontec-mannheim.de

3. Procedure & presentation of your poster

Please present your poster on a double assigned poster board which will be available for the whole duration of KONTEC 2021. In order to facilitate the planning and display to interested visitors of your personal presence on your poster, simple analogue clocks will be provided on your poster display wall. On these clocks you can set the time at which you will be available for the presentation of your poster to interested participants.

The poster display walls will be located on the galleries of halls 3-5, or on the conference level if applicable. Please refer to the provisional conference programme (online at www.kontec-symposium.de or as a brochure on site) for the number of your poster board.

For the presentation of your poster please note

- 2 movable walls (95 cm wide, 230 cm high) are at your disposal
- One A0 poster (84 cm x 118 cm) each in portrait format can be comfortably placed on it
- The two partitions are positioned at a 90° angle to each other
- The attachment of rigid poster boards is not recommended. Please prepare flexible posters
- Poster strips (in the envelope at the box) are available on the boards for attaching your posters. The poster strips can be easily attached & removed without leaving any residue
- It is not possible to attach them with magnets, the boxes are not metallic in 2021

4. Registration for the conference/ admission ticket

Acceptance of the technical presentation does not release the participant from registering for the conference and paying the participation fee. You can book your ticket online at www.kontec-symposium.de from spring 2021. An early-bird offer will then be available. Please bring the printed ticket (Print@Home in A4 format) with you. On site you will receive a lanyard with the appropriate cover - **the ticket is your admission ticket and name badge at the same time.** The registration/admission in the ICD is open at the following times:

Wednesday, 25 August 2021	08.00 - 18.30 hours
Thursday, 26 August 2021	08.00 - 18.30 hours
Friday, 27 August 2021	08.00 - 14.00 hours

5. Lecture evaluation

Also for KONTEC 2021 all contributions will be evaluated by the programme committee, and at the end of the conference the best "KONTEC *DIRECT*" short lecture and the best poster will be nominated and awarded.

The best plenary lecture will be determined at the review meeting of the programme committee and the winner will be notified in writing. In addition, the poster will be published on the KONTEC website.

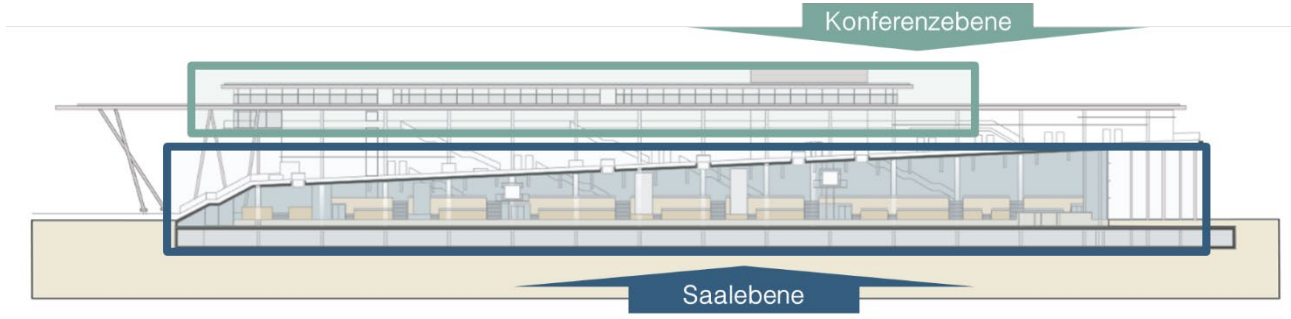
The evaluations of all contributions for KONTEC 2021 by the programme committee are mainly based on the following criteria:

- Presentation of the poster
- Quality of the presentation (design, illustration, structure)
 - Comprehensibility
 - Presence of the poster presenter
 - Quality of the answers to questions from interested parties

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6. Venue MARITIM Hotel & International Congress Center Dresden

Venue:	MARITIM Hotel & International Congress Center Dresden (ICD) Ostra-Ufer 2 D 01067 Dresden, Germany	
event rooms:	ICD Great Hall (hall level)	Plenary Sessions Live
	ICD Conference 4-6	Plenary Session Video Transmission
	ICD Conference 1	Forum 1 Short lectures at KONTEC <i>DIREKT</i>
	ICD Conference 2+3	Forum 2 short lectures at the KONTEC <i>DIREKT</i>
	ICD Galleries Halls 3-5	Poster sessions
	ICD Galleries Halls 1-2	Research meets industry
	ICD halls 1-5, restaurant and Hall foyer	technical exhibition



7. General Information

Upon acceptance of the presentation at KONTEC 2021, the copyright passes to Kontec Gesellschaft für technische Kommunikation mbH (Kontec GmbH).

The presenter shall guarantee and warrant that his or her submitted contribution is free of any third party property rights and that publication by Kontec GmbH or by atm GmbH on behalf of Kontec GmbH does not infringe any property, patent, license, trademark or other property rights of third parties. The submitter shall indemnify Kontec GmbH and its partners and contractors from any claims of third parties arising from any violation of property rights and shall also bear all costs incurred by Kontec GmbH and its partners and contractors in this context. In this context, Kontec GmbH and its partners and contractors shall be entitled to obtain permission to publish the respective contents from the entitled party at the expense of the submitter.

Please note that it is the speaker's responsibility to ensure that what is presented in the lecture (abstract) is legally correct.

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 for
 KONTEC Gesellschaft für technische Kommunikation mbH

We wish you much success!
 atm GmbH