

INFORMATION FOR LECTURERS PLENARY LECTURES

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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 and author information

05 May 2021: Deadline for submission of the two documents by e-mail to contact@kontec-mannheim.de
The format template was sent to them digitally when they were notified. If required, the templates can be downloaded online.

3. Programme time for your lecture

We kindly ask you to respect the speaking time allocated. Please refer to the conference programme (online at www.kontec-symposium.de or as a brochure on site) for the programme time for your presentation as well as the speaking time allocated to your presentation and your session chairperson. A speaking time display will be available.

4. Course of the presentation - language - presentation technique

For the presentation of your lecture in the plenary hall of KONTEC 2021 (Great Hall of the MARITIM International Congress Center Dresden (ICD)), we provide you with state-of-the-art event technology:

- The titles on the presentation slides are requested in English, but the presentation can be held in German
- For the plenary lectures simultaneous translation will be provided in German/ English and English/ German
- The presentation should be saved as Portable Document Format (PDF) or Microsoft Power Point. USB/ memory stick/ SD card are welcome as data carriers. Apple Keynote file formats cannot be accepted
- A centrally controlled lecture presentation with a supervised control desk in the plenary hall is given by an ICD technician. A presentation from your own notebook is not possible
- Please hand over your data carrier, ideally a few hours before your lecture session, to an ICD technician in the speaker preparation room, 3.40
- All presentations are controlled centrally, so we ask you to provide your presentation files to the ICD control room/technology in good time.
- Short-term presentation preparation and final tests (dry run) can be carried out in the speaker preparation room. This preparation room will be equipped with technology adapted to the presentation technology in the plenary hall and will be supervised by an ICD technician. The speaker preparation room is located on the foyer level in the conference office 3.40
- Seats for the speakers will be reserved in the first row of the lecture hall
- A gooseneck microphone is installed at the lectern. In addition, lapel microphones are available
- The progress of the presentation can be followed on a flat screen monitor at the lectern and can be operated by a radio remote control

5. Speaker breakfast

We cordially invite you to a speaker breakfast together with your section leaders for final votes and information in your section. The breakfast will take place in the minister room of the restaurant of the MARITIM Hotel Dresden. Appropriate signposting will be provided on site.

The dates for breakfast are:

Your plenary address on Wednesday 25.08.2021	Breakfast at 08.30 on the same day
Your plenary lecture on Thursday, 26.08.2021	Breakfast at 08.00 on the same day
Your plenary lecture on Friday, 27.08.2021	Breakfast at 08.00 on the same day

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6. 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 - 26.30 hours
 Thursday, 26 August 2021 08.00 - 26.30 hours
 Friday, 27 August 2021 08.00 - 14.00 hours

7. Lecture evaluation

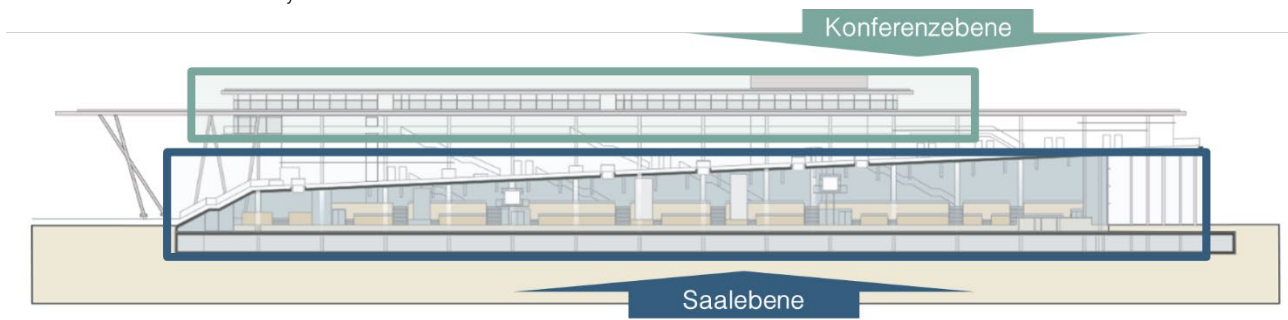
Also for KONTEC 2021, all contributions will be evaluated by the programme committee, and at the end of the conference the best "KONTEC *DIRECT*" short lecture and the best poster will be nominated and awarded. The best plenary lecture will be determined at the review meeting of the programme committee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

- Quality of the full version of the lecture / full paper (form, design, illustration, structure)
- Lecture content (topic reference, quality, topicality)
- Presentation of the lecture (coordination of the presentation technique, quality of the presentation by the speaker(s), adherence to the given speaking time, quality of answering questions from the audience)

8. Venue MARITIM Hotel & International Congress Center Dresden

Venue:	MARITIM Hotel & International Congress Center Dresden (ICD) Ostra-Ufer 2 D 01067 Dresden, Germany	
Function rooms:	ICD Large hall (hall level)	Plenary sessions Live
	ICD Conference 4-6	Plenary Session Video Transmission
	ICD Conference 1	Forum 1 Short lectures at KONTEC DIREKT
	ICD Conference 2+3	Forum 2 short lectures at KONTEC DIREKT
	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



9. 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 rights, patent rights, license rights, trademark rights 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