

## INFORMATION FOR LECTURERS SHORT PRESENTATIONS "KONTEC DIRECT"

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### 1. Checking your presentation data

Please take note of the soon to be digitalised provisional programme booklet, especially 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](mailto:contact@kontec-mannheim.de)

### 3. Submission of author information

**05 May 2021:** Deadline for submission of the author's information by e-mail to [contact@kontec-mannheim.de](mailto:contact@kontec-mannheim.de). The template was sent to them digitally when they were notified. If required, the templates can be downloaded online.

### 4. Programme time for your lecture

Please refer to the conference programme (online at [www.kontec-symposium.de](http://www.kontec-symposium.de) or as a brochure on site) for both the programme time for your presentation and the speaking time scheduled for your speech. As there is a tight time frame of 15 minutes available for the short presentations, careful organisation is advantageous for a smooth course of events on site. We kindly ask you to keep to the scheduled speaking time.

### 5. Course of the lecture presentation - presentation technique

Your short presentation

- has a **duration of 15 minutes** (approx. 10 minutes speaking time plus 5 minutes discussion)
- will be **presented twice during the "KONTEC DIREKT"** and
- will not be translated simultaneously.

For this purpose, two forums with approximately 75 seats will be set up on Wednesday 25 August 2021 and Thursday 26 August 2021 on the conference level. [Forum 1 in Conference 1](#) and [Forum 2 in Conference 2 & 3](#).

You will have two opportunities to present your short lecture at fixed times, which you will find in your individual letter and in the forthcoming preliminary programme.

The following are available

- A "KONTEC DIRECT presenter" takes care of the Kontec notebook, receives your data carrier when changing speakers and records your presentation
- A presentation from your own notebook is not possible
- 1 screen
- 1 laptop
- 1 beamer
- 1 wireless handheld microphone, possibly a headset, for the lecturer
- KONTEC DIREKT moderators are available to advise you during the short presentations

Further notes

- A presentation from your own notebook is not possible
- Simultaneous translation of the KONTEC DIREKT short lectures is not provided.
- Seats for speakers will be reserved in the first row of the conference room
- 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.
- Presenters will support you on site when using the microphones

## INFORMATION FOR LECTURERS SHORT PRESENTATIONS "KONTEC DIRECT"

### 6. Speaker breakfast

We would like to invite you to a speaker's breakfast together with your section leaders and KONTEC DIRECT moderators for final votes and information in your section.

Breakfast will take place on Wednesday, 25.08.2021 at 8.30 a.m. in the restaurant of the MARITIM Hotel Dresden.

Please use this opportunity to get to know each other and make important organisational arrangements. The intensive preparation and cooperation with your moderators will ensure a beneficial, trouble-free course of the KONTEC DIREKT short lectures in the short time frame provided. Many thanks.

### 7. 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](http://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

### 8. 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.

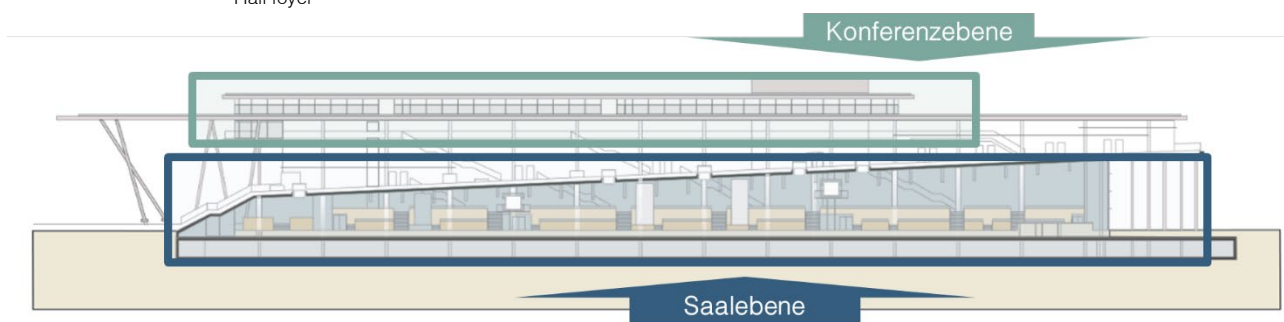
The best plenary lecture will be determined at the review meeting of the programme committee and the winner will be notified in writing. In addition, the poster will be published on the KONTEC website.

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)

### 9. 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



### 10. General Information

Upon acceptance of the presentation at KONTEC 2021, the copyright passes to Kontec Gesellschaft für technische Kommunikation mbH (Kontec GmbH). The presenter warrants and represents that his or her submitted paper is free of any third party proprietary rights and that publication by Kontec GmbH or atm GmbH on behalf of Kontec GmbH does not infringe any property, patent, license, trademark or other proprietary 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 responsibility of the presenter to ensure that the content presented in the lecture (abstract) is legally correct.

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[www.kontec-symposium.de](http://www.kontec-symposium.de) for KONTEC für KONTEC Gesellschaft für technische Kommunikation mbH

*We wish you much success!*

atm GmbH