

Vienna
Motor
Symposium
2023

**44th International
Vienna Motor Symposium
26 – 28 April 2023**

INFORMATION FOR LECTURERS

incl. templates



The contents of this information brochure incl. the templates can also be found on our website <https://wiener-motorensymposium.at/en/>

Index

Index	1
Preface.....	2
1 Deadlines	2
2 General Information	3
2.1 Participation in the Vienna Motor Symposium	3
2.2 Recording of the Lecture.....	3
2.3 Motor Symposium Web Platform	3
2.4 CV incl. Photograph	3
3 Lecture.....	3
3.1 Lecture Duration / Lecture Language.....	3
3.2 Simultaneous Translation	3
3.3 Peer Review Process.....	4
3.4 Presentation Slides	4
3.5 Presentation Testing	5
3.6 Submission of Presentation Slides.....	5
4 Paper for Publication.....	5
4.1 Language	5
4.2 Format Template / Format Specifications	5
5 Video.....	6

Imprint:

Austrian Society of Automotive Engineers (OEVK)
Elisabethstrasse 26/24
1010 Vienna
Austria

Preface

The Austrian Society of Automotive Engineers (OEVK), as the organizer of the International Vienna Motor Symposium, thanks you very much for presenting a lecture at our event. In the following we like to inform you about important specifications. Please take this information into account when preparing your contributions.

The OEVK office is happy to answer any questions you may have.

Please contact

Ms Ulrike Riegler, email: ulrike.riegler@oevk.at, phone: 0043-1-5852741-40

for general organizational information

and Mr Reinhard Preiml, email: reinhard.preiml@oevk.at, phone: 0043-1-5852741-70

in technical matters.

Thank you very much for your kind cooperation.

Univ.-Prof. Dr. Bernhard Geringer

President of the Austrian Society of Automotive Engineers (OEVK)

1 Deadlines

18 November 2022	<ul style="list-style-type: none">• Submission of signed lecturer agreement• Confirmation of Lecture Data• Confirmation Peer Review
31 Januar 2023	<ul style="list-style-type: none">• Submission of the paper in pdf format in English language for publication in the symposium proceedings (see template)• Submission of the CV incl. photo of lecturers(s) (see template)
13 Februar 2023	<ul style="list-style-type: none">• Registration of the lecturer(s)
3 April 2023	<ul style="list-style-type: none">• Submission of the video in English language (only if a live presentation cannot be guaranteed by the OEVK)
12 April 2023:	<ul style="list-style-type: none">• Submission of speech manuscript for the preparation of the interpreters
26 April 2023	<ul style="list-style-type: none">• Presentation testing in the lecture hall with the technicians (from 13 hrs.)• Submission of presentation slides

2 General Information

2.1 Participation in the Vienna Motor Symposium

Participation in the Motor Symposium for one lecturer is free of charge; the respective participation fee will be charged for the registration of a second lecturer.

2.2 Recording of the Lecture

The lecture, including the discussion, will be recorded on site, and made available on the Motor Symposium platform.

2.3 Motor Symposium Web Platform

Web-based platform with access for all registered participants, (poster)presenters, students, and media representatives.

From the symposium onwards, the digital congress documents and, among other things, the recordings of the face-to-face lectures will be available in this area for a limited period.

You will receive information about your login credentials via email a few days before the event.

2.4 CV incl. Photograph

A **CV of the lecturer(s) in German and English** will be published on the Motor Symposium platform.

CV: maximum 20 lines, a maximum of 1,500 characters

Portrait photo: printable resolution, min. 7 by 9 cm, 300 dpi

You find the template [here.](#)

3 Lecture

3.1 Lecture Duration / Lecture Language

Lecture duration: 20 minutes; discussion: 10 minutes

Lecture language: English or German. German-speaking lecturers are requested to present in German.

3.2 Simultaneous Translation

The lectures will be simultaneously translated German / English or English / German. Please send your speech manuscript in advance for the interpreters to prepare.

3.3 Peer Review Process

Contributions made by university lecturers may be subjected to a peer review process if this appears desirable. This peer review process is conducted by the WKM (Scientific Society for Automotive Technology and Engineering), a registered association.

3.4 Presentation Slides

Microsoft PowerPoint (from version PowerPoint 2016) is supported.

Language: English

Slide Format

Format 16:9

Fonts / Minimum Lines

Please ensure that the text is easy to read / recognize.

Recommended type size for a DIN A4 template:

- text (title of lecture, summary, picture title, etc.): 8 mm or 32 dots
- Diagram legends: 6 mm or 24 dots
- major lines: 0.7 mm or 2 dots
- subsidiary lines: 0.35 mm or 1 dot

Should a company's **own design fonts** be used which are not compatible to all PCs, these fonts must be embedded in your presentation or made available as a security copy – otherwise the presentation will be displayed incorrectly.

Colours

An image is always less recognizable when projected than when viewed on the monitor. The quality impairment can be easily checked: print a black-and-white copy of your coloured graph. If all the details can be seen clearly and distinctly on this print-out, the graph will also be of good quality on the projector screen.

Therefore:

Background: one colour, no shading, no silhouettes, no decorative illustrations.
Clear brightness differences between lines, labelling and background.

GOOD:



Background	Line, Font
Blue	White
Yellow	Black
White	Black

BAD:



Background	Line, Font
Blue	Red, Green
Grey	Dark Grey
Brown	Black

3.5 Presentation Testing

For security reasons, we recommend that the lecturers test their lecture/PowerPoint slides on site. A functional test of the presentation can be carried out with the technicians from 13 hrs. on Wednesday (the day before the start of the lecture programme) in the lecture hall. You will be informed in good time to set an appointment. An appointment is absolutely necessary.

3.6 Submission of Presentation Slides

At this appointment, please give the technicians in the respective lecture hall a copy of the presentation slides as a backup on a USB stick. If you do not want an appointment, please hand over a backup copy of your presentation to the "Info Center Lecturers" at least 2 hours before the start of your session.

4 Paper for Publication

Your paper will be published in the proceedings of the International Vienna Motor Symposium and on the Motor Symposium platform. A copy of the presentation slides alone is not sufficient.

4.1 Language

English

4.2 Format Template / Format Specifications

Format Template

For uniformity, please use the format template you find [here.](#)

Every text will receive a uniform cover sheet in the printed proceedings (anthology) on which the authors (academic title, first name, surname), the company name(s) and the lecture title are given in English and German.

The second page of the template contains an abstract in **English and German**. Your lecture text begins on the next page.

The predefined header and footer as well as the specified margins must be adhered to and kept free of labels, footnotes, etc.

Format Specifications

Font: Arial

Font size for text: 12

Formatting for main headings: 14, bold, underlined

Formatting for subheadings: 12, bold
single line, justified

The **maximum number** of pages is 20. The printing is done in colour in DIN A5 format. Please note that your original will not be edited in any way. Only footers and headers are added.

5 Video

The submission of a video is only necessary if a live presentation on site cannot be guaranteed.

Duration of the video: 20 minutes

Language: English

Please design both the video and the presentation in English language. If you would like to speak in German, please submit a video with English subtitles.

Video design: Image size Full HD (1920 x 1080 pixels)
MP4 file format (data rate approx. 15 Mbit / s)
Sound well levelled (between -6db and -3db)