Vienna Motor Symposium
2024

45th International Vienna Motor Symposium 24 – 26 April 2024

INFORMATION
FOR
SPEAKERS

incl. templates

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

Inhalt

Preface

Österreichischer Verein für Kraftfahrzeugtechnik (ÖVK) (Austrian Society of Automotive Engineers) as the organizer of the International Vienna Motor Symposium, would like to thank you very much for presenting a lecture at our event.
Please find important requirements on the following pages. We kindly ask you to take this information into account when preparing your contributions.

The ÖVK 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 Österreichischer Verein für Kraftfahrzeugtechnik (ÖVK)

1   Deadlines

11 December 2023	• Confirmation Peer Review (only for university speakers)
31 January 2024	• Submission of the paper in PDF format for publication in the symposium proceedings (see template) • Submission of the CV incl. photo of speaker (see template)
12 February 2024	• Registration of the speaker (free of charge)
10 April 2024:	• Submission of speech manuscript for the preparation of the translators (optional)
24 April 2024	• Presentation testing in the lecture hall with the technicians (from 13 hrs.) (optional) • Submission of presentation slides

2   General Information

2.1   Participation in the Vienna Motor Symposium

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

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, (virtual) speakers, students, and media representatives.

From the symposium onwards, the digital congress documents and the videos from the "Virtual Hall" will be available in this area for a limited period of time.
After the symposium you will also find the recording of the complete lecture programme here.
You will receive the login details via email a few days prior to the event.

2.4   CV incl. Photograph

A **CV (incl. a photo) of the speaker(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.](here)

3   Lecture

3.1   Lecture Duration / Lecture Language

Lecture Duration: 20 minutes - the discussion following the lecture lasts 10 minutes.
Lecture Language: English or German. German-speaking speakers 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 translators to prepare.

3.3   Presentation Slides

Microsoft PowerPoint (from version PowerPoint 2016) is supported.

Slide Format: Format 16:9

Language: English

Videos: Videos must be embedded into the presentation.

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:

WHITE	BLACK	RED BLACK BLUE

Background	Line, Font
Blue	White
Yellow	Black
White	Black

BAD:

RED, GREEN	GREY	BLACK

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

3.4 Presentation Testing

For security reasons, we recommend that speakers 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.

3.5   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 Speakers" at least 2 hours before the start of your session.

4   Paper for Publication

The 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   Peer Review Process

Contributions made by university speakers may be subjected to a peer review process if this appears desirable. This peer review process is conducted by the WKM (Wissenschaftliche Gesellschaft für Kraftfahrzeug- und Motorentechnik e.V. / Scientific Society for Automotive Technology and Engineering), a registered association.

4.2   Digital Object Identifier (DOI)

Österreichischer Verein für Kraftfahrzeugtechnik / Austrian Society of Automotive Engineers, as publisher of the proceedings of the International Vienna Motor Symposium, is a member of CROSSREF, the largest DOI registration agency in the world. Participation in CROSSREF (www.crossref.org) ensures that the publication can be found and cited in the long term.

The requirements for awarding DOIs from 2024 are:
The paper must comply with the formal specifications of the Motor Symposium.
The paper must not have already received a DOI from a previous publication.

4.3   Language

English; abstract in English and German (our translators are pleased to help with the German abstract)

4.4   Format Template / Format Specifications

Format Template
For uniformity, please use the format template you find here.

Every paper will receive a uniform cover sheet in the printed proceedings (anthology) on which the authors (first name (abbr.), 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 paper begins on the next page **in Englisch**.

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

Pages
The minimum number of pages is **8 pages**, the maximum is **25 pages**.

PDF Format
Please send the paper in PDF format. The paper will not be edited in any way. Only footers and headers will be added. The printing is done in colour in DIN A5 format.

5 Video

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

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)

Video Upload: https://symposium.wetransfer.com

6 Press

The PR agency Melzer is happy to support speakers in all press matters.

Contact:
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