

Vienna
Motor
Symposium
2025

**46th International
Vienna Motor Symposium
14 – 16 May 2025**

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/>

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Imprint:

Österreichischer Verein für Kraftfahrzeugtechnik (ÖVK)
[Austrian Society of Automotive Engineers]
Elisabethstrasse 26/24
1010 Vienna
Austria

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

9 December 2024	<ul style="list-style-type: none">• Confirmation Peer Review (only for university speakers)
31 January 2025	<ul style="list-style-type: none">• 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 2025	<ul style="list-style-type: none">• Registration of the speaker (free of charge)
30 April 2025	<ul style="list-style-type: none">• Submission of speech manuscript for the preparation of the translators (optional)
14 Mai 2025	<ul style="list-style-type: none">• Presentation testing in the lecture hall with the technicians (from 13 hrs.) (optional)• Submission of presentation slides

2 General Information

2.1 GTC for Lectures

Please note that a lecture at the Vienna Motor Symposium can only take place with confirmation of the General Terms and Conditions for Lectures.

Please find the GTC for Lectures [here.](#)

2.2 Participation in the Vienna Motor Symposium

Participation in the Motor Symposium is free of charge for one speaker; a possible second speaker and other co-authors will be charged the applicable participation fee.

2.3 Recording of the Lecture

All lectures of the International Vienna Motor Symposium, including the discussions, will be recorded on site. The speaker agrees to these video recordings. The recordings can be used for internal purposes and for publication on the organiser's platforms. The speaker has the option of receiving a recording of their lecture for a cost price for the video editing.

2.4 Motor Symposium Web Platform

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

On this platform, the following documents from the speakers will be available to participants for a maximum of 12 months after the symposium:

- Short CV including portrait photo
- Publication (paper)
- OPTIONAL: Presentation slides
- Videos of the virtual speakers
- After the Symposium: recording of the complete lecture programme

You will receive the login details via email a few days prior to the event.

2.5 CV incl. Photograph

A CV (incl. a photo) of the speaker(s) in German and English will be published on the Motor Symposium Web 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 - 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:



Background	Line, Font
Blue	White
Yellow	Black
White	Black

BAD:



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 your presentation to the "Info Center Speakers" at least 2 hours before the start of your session.

OPTIONAL: The presentation slides will be published on the Motor Symposium platform.

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

For the writing of scientific papers (such as dissertations, habilitations, etc. in the university sector), speakers are offered the option of having their papers subjected to a peer review. If this offer is taken up, the speaker agrees that the Wissenschaftliche Gesellschaft für Kraftfahrzeug- und Motorentechnik (WKM) [Scientific Association for Automotive Technology and Engine Technology], will receive this text and evaluate it with two reviews.

4.2 Digital Object Identifier (DOI)

ÖVK 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 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.
- The paper must be submitted on time.

“Reference Linking” for citations:

Please also provide the DOI, if available, for citations.

Please find the link to the DOI search here: <https://search.crossref.org/>

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:

The design of the video is up to you, but we recommend that not only the PowerPoint slides are visible but also the speaker.

Technical Specifications:

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:

Melzer PR Group

<https://www.melzer-pr.com/>

office@melzer-pr.com

+43/1/526 8908-0

7 Media Database

In the Media Database of the Motor Symposium (<https://wiener-motorensymposium.at/en/media-data-base>) you will find a compilation of press reports, logos and photos of the event.

After the event, the Motor Symposium photos will be sent to all speakers / participants.

Please indicate the copyright "© ÖVK" when using the photo material. Please note that for data protection reasons, all photos can be provided for private use only.