

## **Author guidelines for presentations at AIKW conferences**

The AIKW conferences take place once a year, usually in the months of September/October at different international conference venues. At these conferences, 8 to 10 professional lectures are usually presented to the conference participants.

If you are interested in a presentation, the topic of the paper should be submitted to the AIKW board in the form of a one-page summary at the latest by the end of February of the conference year for review and approval. The decision of the board of directors will be communicated to the author in writing immediately after the board meeting, which usually takes place in March of each year.

### **1. Lectures**

The presentation time should not exceed 30 minutes.

#### **Lecture text**

The conference language is English. The presentation is also to be written in English.

We ask that you send the text of the presentation (Word) including the presentation slides (PowerPoint) no later than 14 days before the start of the conference.

Please email the documents to: [krengel@aikw.org](mailto:krengel@aikw.org).

#### **Presentation slides**

The presentation slides are to be written in English. This specification applies to text and captions as well as tables and diagrams. This ensures that all participants in the international conference can follow the presentations.

### **2. Publication of the lectures**

All lectures at the conference are printed in our journal "Der Kalibreur", which is distributed to all AIKW members, all participants of the conference and interested third parties in spring time of the following year.

The journal "Der Kalibreur" is published in English.

In general, the paper will be with slight changes. The slides (possibly in a reduced number) from the presentation are also used. However, you also have the option of submitting a print-ready version of your presentation.

In addition, a portrait photo of the author/speaker is required. It will be added to the front page of the printed lecture.

### **3. Organizational**

#### **Copyright**

Please fill out the attached form "Contract on the granting of usage rights". This allows the AIKW to translate your lecture into other languages and to publish it, including the pictures and tables, in print form in the journal "Der Kalibreur" and also to publish it in digital form.

Please send the signed form to the President of AIKW:

Prof. Dr. Roland Krengel  
Tulpenweg 17  
47647 Kerken  
Germany  
Mobile: +49 1515 50745987  
or as email to:  
**krengel@aikw.org**

#### **Conference fee**

One person per lecture (e.g. lecturer) is exempt from the conference fee. Please let us know the name in question in good time so that we can take this into account when registering.

#### **Lecture / presentation**

Please send us the presentation as a PowerPoint file at least 14 days before the conference, so that we can check the compatibility and thus the functionality during the conference.

If the file is too large to send by e-mail, we ask that you send the presentation on a USB stick or on a CD.

If you only bring the presentation to the conference on a USB stick, we will use the technical staff on site to upload the file to the presentation computer, but we cannot guarantee compatibility.