



Guidelines

for authors of papers to be presented at AIKW conferences

AIKW conferences are held once a year, usually during the months of September/October at varying international venues. At these conferences, usually eight to ten technical papers are presented to an expert audience.

Those interested in presenting a paper shall submit an abstract detailing the proposed topic of the presentation to the AIKW Presidency for approval by the end of February. The abstract shall not be longer than one typed page. The authors will be informed in writing whether or not the Presidency has accepted their papers immediately after the Presidents' meeting, which is usually held in March.

1. Technical papers

The presentation shall not take longer than 30 minutes.

Manuscript

The papers may be held in German, English, Spanish or Italian. The authors will usually give their presentations in their native language. In parallel to the speaker, interpreters will read out the text of the presentation in the other three languages for each person in the audience to be able to follow the presentation in the language of their choice via headsets.

Our interpreters will not be able to provide simultaneous translations. Therefore, it is crucial that the wording of the presentation during the conference is absolutely identical with the manuscript. For the speakers this means that throughout their presentations they will have to stick exactly to the wording of the submitted manuscript.

To ensure that all papers are translated early enough, we kindly ask you to send us your manuscript complete with all slides by June 30. To send in the documents by e-mail, please use but the following address: info@derkalibreur.de. After that, no changes can be made to the text for organizational reasons.

The text shall be subdivided into small, coherent paragraphs, which shall be numbered consecutively. This is to make it easier for the speaker and the interpreters to resume at the same passage in the text in the event of an interruption.

Slides

No matter, in which language (German, English, Spanish, Italian) the presentation is held, the text in the slides supporting the presentation must in any case be in English. In addition to the text, this also applies to captions, tables and diagrams used in the slides. With this provision, we ensure that all members of the audience can understand the information in the slides.

2. Publication of the papers

All papers presented during the conference will be printed in our technical journal "Der Kalibreur", which will be distributed to all AIKW members and participants of the conference in the spring of the following year. "Der Kalibreur" is published in German and English.

We usually print in the journal the conference text (with minimal changes) and the slides (probably in reduced numbers) used in the presentation. However, if you wish you may submit a separate print version of your text.

Additionally a portrait photo of the author/speaker is needed. This photo will be inserted on the first printed page of the paper in the journal.



3. Organizational matters

Copyright

Please sign the attached Copyright Agreement Form. With the signature of the Copyright Agreement, you assign to AIKW the rights to translate your paper into the other conference languages and publish it complete with the figures and tables in the journal “Der Kalibreur” in printed and digital form. Please send the signed form to

Fachverlag für Fachliteratur Philipp Hansen
Fröbelweg 15
D-53773 Hennef
Germany

or by email to info@derkalibreur.de

Conference fee

One person (e.g. the speaker) per presentation is exempt from the payment of the conference fee.

Lecture

Please have your own USB stick at hand and use it for your presentation.