



## Speaker Submission Guidelines

The conference aims to bring together academia and industries to exchange visions and ideas in the state of the art and practice of exoskeleton and human augmentation technologies. It serves as the best platform allowing scholars, technological researchers and industry from international communities to present their research results and development activities in human augmentation technologies. This is your opportunity to get information on the latest developments, participate in interdisciplinary discussions and profit from expert knowledge and an intensive know how exchange..

### Conference Date, Time & Venue

- Tuesday, 22 October, 2019: from 11:00 to 17:00
- Wednesday, 23 October, 2019: from 11:00 to 16:00
- Adlershof con.vent. Rudower Chaussee 17, 12489 Berlin, Germany.

### Speaking Fees & Rules

Exhibitor	Free
Selected speaker	Free
Developer/Researcher/Academia	Free
Paid speaker	650,-€ for up to 30 minutes. Price excludes tax (currently 19%)

- Free and paid speaking opportunities are open to all qualified applicants.
- EXO Berlin reserves the sole right to accept or reject any proposal received without liability.
- Each speaker will receive 15-30 minutes of presentation time.
- Proposals and presentations must be in English either German.
- All speakers get a free ticket to the conference and exhibition.
- EXO Berlin does not pay for a speaking fee. Accommodation, travel costs and any other expenses are the responsibility of the speaker.
- If attendees are charged a fee, the speaker shall submit requests prior to the event for review and approval by EXO Berlin.

### Completing your submission

1. You can print and fill out the paper application form by hand as well, but we recommend using an application form filled online whenever possible. This will facilitate and speed up application handling process.  
[Online Submission Form >>](#)
2. Provide a 150-word maximum abstract and an image upto W800 x H600 pixels that represent the presentation. These will be published on the homepage of EXO Berlin.
3. Indicate an internet source (link to a video clip or a webpage) that represents the speaking proposal. This is referential to the review of the application.

### Proposal selection criteria

All proposals will be evaluated on the following criteria:

- Current, timely nature of the topic.
- Originality of material.
- Relevance and importance of topic.
- Practical application of materials.

### Notifications

If you are selected to speak at the event, you will be notified approximately 6-8 weeks prior to event.

### On-site technical support

A projector, sound system, microphone and laptop connection will be provided free of charge in the conference hall. Speakers need to bring with themselves everything for their presentation, such as hardware, software, PCs, etc. The speaker is responsible for the equipment setup and removing all demo materials from the area after the presentation.



## Speaker Submission Guidelines

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### **Invite your audiences**

Your presentation is a meeting place for your professional connections. As a speaker you might wish to invite audiences and give them complimentary tickets. With our "Invite & Meet" Customer Ticket Package (discounted invite tickets) you can invite your best customers and prospects to visit you at the show without paying admission.

### **Program changes**

EXO Berlin reserves the right to postpone or cancel an event, to change the location of an event or to alter the advertised speakers for an event. EXO Berlin is not responsible for any loss or damage as a result of substitution, alteration, postponement, or cancellation of an event due to causes beyond its control including without limitation, acts of God, natural disasters, sabotage, accident, trade or industrial disputes, terrorism, or hostilities.

### **Speaker cancellation & substitution**

Please do not submit an abstract "just in case." Before submitting an abstract, you should be reasonably confident that they will attend the meeting and make the presentation as scheduled. If there is uncertainty then please confirm your plans or cancel before August 31.

If you are unable to present and need to send a replacement author, please inform EXO Berlin, [info@exo-berlin.de](mailto:info@exo-berlin.de), immediately. The replacement author must be approved by the Organizer.

EXO Berlin reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever.

### **Copyright**

All presentations will be published on the official website of EXO Berlin after the show. Please make sure your presentation doesn't violate any copyrights. Presenters are solely liable for copyright violations.

### **Miscellaneous provisions**

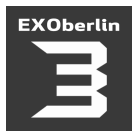
As a speaker at EXO Berlin, you have committed to present this session, and all the preparation that it entails. In return, EXO Berlin agrees to promote you, your organization and your presentation to its attendees through a vast promotional campaign. Both you and EXO Berlin have made a promise to our attendees to deliver the session as published, including the topic and the speaker.

By presenting, you acknowledge and agree that EXO Berlin shall have the non-exclusive worldwide right, in perpetuity, to record, copy, reproduce, display, sell, distribute and otherwise use, for EXO Berlin's account, all or any portion of the content of your presentation (the "Licensed Material"), in audio, video, written and/or any other format or medium, whether now existing or hereafter developed. In conjunction with any such use by EXO Berlin, both agree to make commercially reasonable efforts to provide an attribution of your ownership of the underlying Licensed Material, and, in any event, none of the foregoing shall limit your ability to use your own copies of the underlying Licensed Material for your own purposes, whether commercial or otherwise.

By submitting a speaking proposal, you accept this Speaker Submission Guidelines and agree to comply with them.

### **Questions?**

Send all your questions to [info@exo-berlin.de](mailto:info@exo-berlin.de).



22-23 October 2019  
Berlin, Germany

## Speaker Submission Form

Please return this form to [info@exo-berlin.de](mailto:info@exo-berlin.de)

You can print and fill out this paper application form by hand as well, but we recommend using an application form filled online whenever possible. This will facilitate and speed up application handling process. [Online Application Form >>](#)

Title of presentation (will be published on the Internet)

Please indicate an internet source (link to a video clip or a webpage) that represents the presentation proposal

Brief summary/description of presentation (150 words max)

Please indicate your application type

- Exhibitor (Free)       Developer/Researcher/Academia (Free)       Others  
 Selected speaker (Free)       Paid speaker (650,-€)

How many minutes do you need for the presentation

Option: "Invite & Meet" Customer Ticket Package (Discounted invite tickets)

The "Invite & Meet" ticket package can be used to invite customers and prospects to visit your show without paying admission. The ticket layout can be fully customized with individual information.

- 350,- €/20 tickets       450,- €/30 tickets       550,- €/40 tickets       Call for pricing/more than 40 tickets

Speaker's contact address

Presenter's Name		Company/Organization (will be published on the Internet)	
<input type="checkbox"/> Prof. <input type="checkbox"/> Ms.			
<input type="checkbox"/> Dr. <input type="checkbox"/> Mr.			
E-mail (Please make sure that you provide a valid email address, this the default method we communicate with you)		Website	
<input type="text"/>		<input type="text"/>	
Country		VAT ID No. (for EU paid speakers only)	
<input type="text"/>		<input type="text"/>	

Add a message (optional)

/All prices exclude tax (currently 19%).

/By submitting a proposal, you accept the Proposal Submission Guidelines of EXO Berlin 2019 and agree to comply with them.

The information above can be downloaded from [www.exo-berlin.de/download](http://www.exo-berlin.de/download).

Date

Signature