

Speaker Submission Guidelines 2025

SUBMIT ▶

【SUBMIT YOUR SPEAKING PROPOSAL ONLINE】

Title

EXO Berlin 2025 – 5th International Forum on Assistive Robotics & Sensing Technology

Co-located with Special Track on Robot-Assisted Rehabilitation

Date, Time & Venue

- Tuesday, 27 May 2025: from 9:00 to 18:00
- Wednesday, 28 May 2025: from 9:00 to 17:00
- WISTA Management Conventions. Rudower Chaussee 17, 12489 Berlin, Germany.

Format

EXO Berlin is conducted in person. There is no online or hybrid option for attendees.

Poster Session

There are no poster sessions at EXO Berlin.

Language

The conference language is English.

Fees

Academic Talks <small>(Applicable to universities, academic institutions, research programs and initiatives)</small>	Free of charge for up to 25 minutes including Q&A
	<ul style="list-style-type: none"> • Complimentary full registration. • Up to 5 free guest tickets to invite audiences. <i>*Proposals must be received before the deadline.</i> • E-Catalogue entry for online presentation in a 12-month period.
Product Demos	Speakers will be charged 880,-€ for up to 30 minutes including Q&A
	<ul style="list-style-type: none"> • Complimentary full registration. • Up to 10 free guest tickets to invite audiences. • Catalogue entry for online presentation in a 12-month period.

Submission online

- There is no submission fee.
- Proposals must be submitted using the online form. Upon submitting a proposal, you will receive an automatic confirmation for your records if it was submitted successfully.
- All proposals are evaluated based on the online submission only. We do not require any other support documentation for consideration.
- EXO Berlin reserves the sole right to accept or reject any proposal received without liability.

Deadline

There is no formal deadline for speaker submissions. The submissions will be closed once all the speaking slots have been filled out. We encourage all applicants to submit as early as possible.

Template

There is no official template for the design of your presentation.

You can use your own template to customize your abstract that consist of all essential elements, but the length of the abstract should not exceed a single PDF page in DIN A4 format.

Proposal selection criteria

Submissions can be made to all parts of the conference, including the research track, work-in-progress track, and demo sessions.

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

All applications are considered "pending" until reviewed and approved or declined by the Organizer. Please do not purchase airline tickets or reserve your hotel room until after you have received official notification of acceptance.

If you are selected to speak at the event, you will be notified approximately 2-3 weeks prior to event. Due to the volume of submission we receive, only presenters with accepted proposals will be contacted. Thank you for your understanding.

EXO Berlin does not pay for a speaking fee. Accommodation, travel costs and any other expenses are the responsibility of the speaker.

Certificate of participation

EXO Berlin can provide speakers with an electronic Certificate of Participation upon request.

On-site technical support

A projector, sound system, microphone and laptop connection will be provided free of charge in the conference hall. A technician will be present in the conference hall for sound, lighting and slide projection. Please contact the Event staff member in the conference hall on arrival for the best coordination.

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.

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 and substitution

Please do not submit an abstract "just in case." Before submitting an abstract, you should be reasonably confident that you will attend the meeting and make the presentation as scheduled.

If you are unable to present and need to send a replacement author, please inform EXO Berlin no less than 30 days prior to the conference opening date.

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.

Permission to photograph and record

Speakers agree that EXO Berlin may make audio and video recordings of Speaker's performance and include all or portions of such recordings or photography in promotional media publications. Speakers agree that photographs, video, or recordings made by EXO Berlin will be used for commercial promotional purposes in any manner. Speakers will not be compensated and agree to allow EXO Berlin to use indefinitely any and all photographs, video and audio recording royalty-free.

Intellectual property and ownership of presentation materials

All accepted presenters must observe intellectual property rights: Presenters must ensure that information, illustrations, images contained in presentations, related materials or visual aids shall be factual and not be misleading and will not violate the intellectual property or copyrights any third party. Written documentation of ownership or permission must be provided upon request and is required for all video and television/film related imagery.

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

Questions?

Email us at info@exo-berlin.de .

E-Catalogue Entry

Official catalogue is released to the public, available online (no prints produced) and free download without registration and login. This official show publication will maximize your exposure before, during and after each event.

Publication period

The catalogue is accessible online in a 12-month period.

Fees

Type	1 st page	Each additional page
Exhibitor, Speaker, Sponsor	Free of charge	850,-€
Other	1.370,-€	850,-€

* Price does not include graphic design/layout.
* Price excludes VAT.



File format

- Each presentation page must be submitted as a single long one page PDF document.
- DIN A4, 210 x 297 mm (width x height) in size.
- Maximum file accepted is up to 300 KB for one page.
- Please do not use page numbering or password protection in your PDF file due to conflicts with our compiling system.

Template

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[>> View Published Catalogues <<](#)

Submission deadline

Two weeks prior to the Event.

Submission method

Online.

Edit after submitting

Simply email us your new file. You may still be able to make changes to a submitted file free of charge until the event starts.

Copyright

Please make sure your presentation doesn't violate any copyrights. Presenters are solely liable for copyright violations. We reserve the right to remove/crop any image and/or text we perceive to be outside our policies.

Robot-Assisted Rehabilitation

Special Track

Co-located with EXO Berlin 2025

www.exo-berlin.de

27-28.05.2025

Berlin, Germany



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