

Guidelines for Speakers

BASIC INFORMATION

Your abstract has been accepted for ORAL presentation – congratulations! But what does this mean?

- You need to register for Symposium participation.
- You need to produce a full paper and a presentation.

DEADLINES

- **One author** per paper **must register** for the Symposium. As a **speaker**, you are eligible for a special reduced participation fee as long as you register by **18 August 2025**. After that date, the fee for “Speaker late registration” applies. For fees, visit: <https://mobilityintegrationsymposium.org/tickets/>. As a **student**, you are entitled either to the “Student” (if under 26) or the “Academics” discount. You may choose the lower fee applicable in the respective time scheme.
- The **full paper** and the **signed & scanned copyright form** must be submitted until **15 September 2025** via the online conference platform: <https://coms.app/regridweek2025/> → *Left menu » Your Account » Authors’ Corner*
- Your presentation (.ppt / .pptx) must be submitted between **16 September and 3 October 2025** in **your account** in the online conference platform.

GUIDELINES FOR PREPARING THE PAPER

TEMPLATES AND DATA FORMAT

- All templates and required forms are provided
 - a) on the Symposium’s website: <https://mobilityintegrationsymposium.org/submissions/>
 - b) on the online conference platform:
<https://coms.app/regridweek2025/>
Left menu » Your Account » Authors’ Corner » Submission guidelines & Templates
- **Word and LaTeX** templates can be downloaded there. These templates are based on the IET paper template in the paper **format of DIN A4**. Please use these templates as basis for your paper.
- Data format: Word (.docx, A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for publication.

MAXIMUM NUMBER OF PAGES

- In general, the full paper of a **speaker** should not exceed the maximum number of pages: **8**

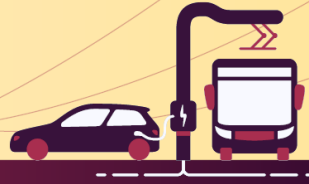
ORTHOGRAPHIC NOTE OF THE EDITOR

In order to harmonise the different versions for the proceedings we kindly ask you to use the following spelling versions:

- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title.

GRAPHICS

- The manuscript’s graphics should have resolutions of 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for colors.
- Graphics should be inserted into the manuscript file rather than using copy and paste.
- Do not link to a graphic but insert the graphic into the manuscript instead.



FORMATS

- The manuscript must use fonts that allow embedding and subsetting (including the base fonts). Failure to embed and subset fonts is the biggest obstacle to prepare a proper publishable PDF file.
- All Type 1 fonts are embeddable. Only some TrueType fonts are embeddable. Do not embed fonts in a graphic file.

REQUIREMENTS FOR CREATING PDF FILES

- DO NOT use password protection in the PDF file.
- All fonts, including the standard (base) fonts, must be embedded and subsetting in the PDF.
- In “Settings -> Job Options -> Compression” of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.

GUIDELINES FOR PREPARING THE PRESENTATION

- Prepare your presentation as **pptx-file** – for a smooth run of the event, other formats will be converted to pptx.
- You can use your own company layout for the presentation.
- For your presentation please use an **aspect ratio** of **16:9**
- Upload your presentation to the online conference platform **after 15 September 2025**:
<https://coms.app/regridweek2025/> via the *Presentation upload* button here:
Left menu » Your Account » Authors' Corner » Submission/s
- For last minute updates, you will be informed separately on alternative upload procedures.

FURTHER INFORMATION

REGISTRATION

- As a **speaker** you are eligible for a special reduced participation fee as long as you register by **18 August 2025**.
- To register, access your account in the online conference platform:
<https://coms.app/regridweek2025/> → *Left menu » Your Account » Event Registration*
- **One** author per paper **must** register for the Symposium, **only one** author per paper is entitled to the **speakers' fee**.
- Please indicate your submission-id in the corresponding text box of the registration form (see notification email for your **submission-id**) – example: **EMOB25-123**.

PRELIMINARY SYMPOSIUM AGENDA

- The agenda is published here: <https://mobilityintegration.org/agenda/> and on the *Welcome page* of the online conference platform.
- The **agenda** of the Symposium will be **updated regularly** and **changes** can occur until the start of the event, so please make sure to **check it from time to time**.

SHOW YOUR FELLOW PARTICIPANTS WHO YOU ARE – UPLOAD YOUR PHOTO

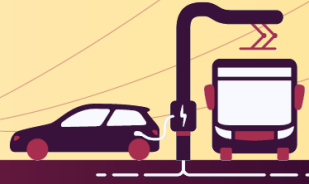
- The online conference platform <https://coms.app/regridweek2025/> provides an upload button for your photo for the publication on the Symposium website and the introductory session slides:
Left menu » Your Account » Authors' Corner » Upload Speaker Photo.
- Format requirements:
 - head shot, preferably in the size of 300 x 300 px, the upload form provides a slide control to adapt the preferred detail of the picture
- .jpg, .png or any of the popular photo file formats

E-Mobility Power System Integration Symposium

06-07 OCT '25
BERLIN
GERMANY



organized by energynautics



INTRODUCE YOURSELF TO THE AUDIENCE – SUBMIT SHORT CV

- Please introduce yourself to the audience of your session. This information will be displayed on the introductory session slides next to your picture. Remember to keep it short.
- The online conference platform <https://coms.app/regridweek2025/> provides a form for some lines of your CV:
Left menu » *Your Account* » *Authors' Corner* » *Submit Speaker CV*.