

5-9 September 2022
BMW Welt, Munich, Germany



Practical Guideline for Oral Presenters

We are looking forward to this extraordinary event!

Things to know before you go

Registration Required

As an oral presenter, you must be registered to attend the conference, if you have not done so yet please contact gw2022@graphene-flagship.eu. Presenters that have not registered by 5 September will automatically be removed from the [Graphene Week Programme](#).

Graphene Week Online Programme

Please check your presentation's title, abstract and time slot in the digital programme.

If your title and abstract do not appear or need to be updated, send the information to gw@graphene-flagship.eu no later than **05 September**. If you do not update this information by then, it will not be correct in the [Graphene Week Programme](#)!

Presentation Format

- Oral presentation (15 minutes) including 3 minutes Q&A. Please introduce yourself to the Session Chair no later than one hour before your presentation.
- Please **use 16:9 format** for your slides. [Find logos here](#). Find [template here](#).
- Make sure that all graphics, fonts and videos (including audio) are saved within the PPT presentation.
- Save your presentation file as: **Presentation date (xx.xx.xxxx) RoomName (see online programme) FirstLastName**. Avoid queuing.
- [Upload your presentation here](#) or bring your presentation on a USB-stick to the Media Desk.
- Note: speakers presenting on stage at the Auditorium need to exit the Auditorium at the east Exit, go left and follow the yellow signs.

Media Desk & Technical Equipment

- The Media Desk is located on the ground floor of the venue assisting presenters between 8:00 and 18:00.
- Visit the Media Desk **at least one hour before your talk** to ensure your presentation was uploaded and check compatibility with LCD projectors.
- LCD projector, screen, PC, podium microphone or lapel microphone and laser pointer will be provided in the meeting room.

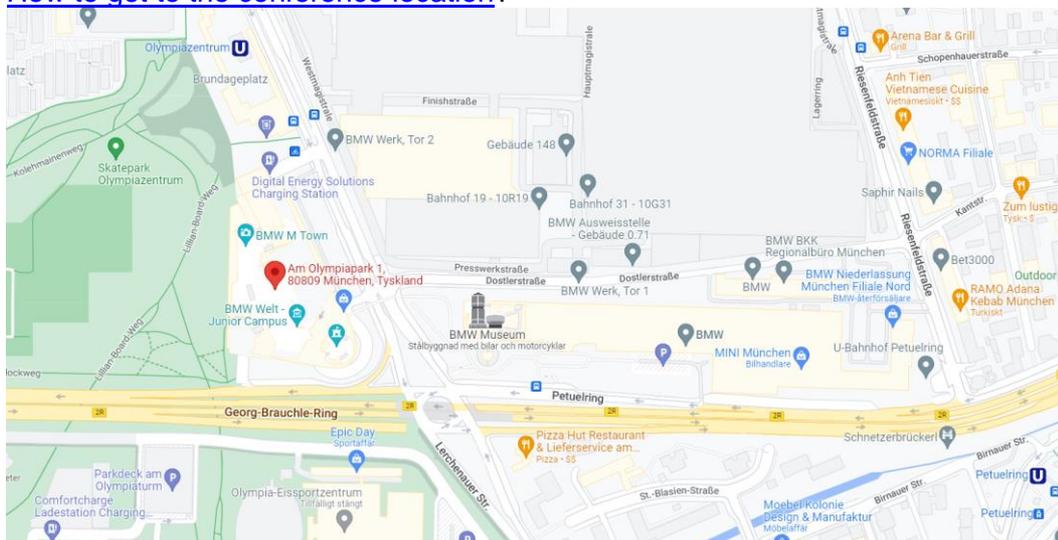
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Conference Location

[BMW Welt](#), Am Olympiapark 1, 80809 Munich, Germany

[How to get to the conference location?](#)



Badge Collection

- **05 September:** you will be able to collect your identification badge between **18:30 to 20:30** at the [Welcome Reception](#)
- **06 September:** since governmental authorities are attending the Opening Ceremony, it would be highly appreciated if you could collect your identification badges between **08:00 to 8:35** at the Registration desk.
- **From 07 September onwards:** delegates may collect their identification badges during the conference timetable at the Registration desk.

Conference Material

The conference will provide you with:

- Your identification **Badge**. It must be worn and visible at all times, to gain access to the BMW Welt, the lunchroom, the welcome reception and conference dinner.
- Complimentary gift bag with interesting information about the collaborators of Graphene Week.

Code of Conduct

All participants are expected to:

- Be inclusive, considerate, respectful, and collaborative.
- Refrain from intimidating, discriminatory, harassing, or demeaning behaviour.
- Inform the event organiser if they notice someone in distress.

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Further Information

Conference Dinner

Thursday, 8 September, from 20:30
Septemberfest at [the Augustiner-Keller](#),
Arnulfstr. 52, 80335, Munich

Room Schedule

Auditorium: Opening Ceremony, Plenary Sessions, Parallel Sessions, Closing Ceremony

Business Center I: Parallel Sessions, Fringe Sessions

Business Center II: Parallel Sessions, Fringe Sessions, Graphene Innovation Forum

Future Forum: Exhibitors Programme

Campus: Board Meetings (invitation only)

Terrace (3rd floor): Poster Sessions, coffee breaks and lunches

Gallery (2nd floor): Poster Sessions, Career Coaching

Foyer (ground floor): Graphene Pavilion, Exhibition Hall, Posters Area, coffee breaks and lunches

Presentations Structure

- Keynote lecture with 45 minutes, 10 minutes of Q&A to follow.
- Invited talk with 30 minutes, 5 minutes of Q&A to follow.
- Oral Presentations with 12 minutes, 3 minutes of Q&A to follow.
- Graphene Innovation Forum, Workshops and Fringe Sessions have an independent timetable. Please check the programme.
- Fringe Sessions with 1.5 hours.
- Poster Sessions with 1.5 hours (Session chairs will strictly control timing).

Be Aware

Intellectual Property

Any event content, including but not limited to photos, videos, slides, or papers, are considered property of Organiser and shall not be posted or disseminated by participants without expressed written approval of the Organiser.

Use of Likeness

By attending Graphene Week conference you acknowledge and agree to grant the Graphene Flagship the right at the event to record, film, photograph, or capture your likeness in any media now available or hereafter developed and to distribute, broadcast, use, or otherwise globally to disseminate, in perpetuity, such media without any further approval from you or any payment to you. This grant to Graphene Flagship includes, but is not limited to, the right to edit such media, the right to use the media alone or together with other information, and the right to allow others to use or disseminate the media.

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Digital Publications

The introduction of electronic documents and publications in the Graphene Flagship meetings is part of the sustainable event management practices. Please feel free to interact with the [Online Programme](#) and the [conference website](#) during the event.

Support

Registration:

Contact gw2022@graphene-flagship.eu

Withdrawal Necessary?

In case you are unable to present your talk, please send an e-mail to gw@graphene-flagship.eu

Accommodation

We still have some rooms available for 119 Euros.
Contact gw2022@graphene-flagship.eu

We look forward to seeing you in Munich!

The Graphene Week 2022 Organisation Team