

# Surface Inspection Summit

November 20 – 21, 2025 | TZA Aachen, Germany



## Guidelines for Presentations submitted to the 22<sup>nd</sup> edition of the Surface Inspection Summit

As we know that your time schedule is tight, in order to avoid further corrections, we kindly request you to read and follow the guidelines for authors below.

### 1. Presentation guidelines

#### 1.1. PowerPoint Presentation

- **Duration:** 25 minutes including 5 minutes for discussion and transition.
- **Format: 16:9** - Power Point Slide Show: \*.ppt, \*.pptx, \*.pps or \*.ppsx. Enclosed you find a template. Please use this template for your presentation.
- **Contrast:** High contrast between the background colour and the colours of the text is required to ensure an easy reading.
- **Font size:** Not smaller than 16 pt.

#### 1.2. General Information

We kindly ask you to arrive at the conference room at least **20 minutes before the session starts** (coffee or lunch break) and make acquaintance with the assistants assigned to the room who will assist you with sound and PowerPoint projection. The sequence of speakers is fixed as indicated in the programme.

Please take a seat in the front of the room to ensure a smooth transition from one speaker to the other. You will be introduced by the chairman. He will mention your name, affiliation and country. You have to introduce the topic of your presentation yourself.

### 2. Short CV

We kindly ask you to upload your short CV by **September 26, 2025**. This will only be shared with the session chair, so that he/she has information about you prior to the conference and can introduce you accordingly before your presentation.

### 3. Deadlines

The PowerPoint presentation submission **deadline** is **September 26, 2025**.

The short CV submission **deadline** is **September 26, 2025**.

### 4. Submission

We kindly ask you to submit your presentation and your short CV under your [speaker account](#).

### 5. Copyright

TEMA is allowed to publish your delivered presentation in the Proceedings of the SIS 2025 and is also allowed to use the material for press work and social media in all necessary materials, reports, newspaper and platforms.

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## **Thank you for your cooperation!**

By following these guidelines, you will help us make the SIS 2025 a great success.

Should you need any further information, please do not hesitate to contact:

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