



## Speaker Submission Form

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

Please indicate your application type

- Developer/Researcher/Academia (Free of charge)
  Exhibitor (Speakers will be charged 400,-€ for up to 30 minute presentation)
  Other (Speakers will be charged 800,-€ for up to 30 minute presentation)

Presentation length (in minutes)

Title of presentation (will be published on the event website)

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

Brief summary/description of presentation (120 words max)

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

The "Invite & Meet" tickets can be used to invite customers and prospects to meet with you at the show without paying admission. The ticket layout can be fully customized with individual information.

- 20 tickets/400,-€
  30 tickets/500,-€
  40 tickets/600,-€
  More than 40 tickets/Call for pricing

Speaker's contact address

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

Add a message (optional)

/All prices exclude 19% VAT.

/By submitting a proposal, you accept the Proposal Submission Guidelines of BIOCHIP Berlin 2020 and agree to comply with them. The information above can be downloaded from [www.biochip-berlin.de/download](http://www.biochip-berlin.de/download).

Date

Signature

## Speaker Submission Guidelines

BIOCHIP Berlin is devoted to dialogue, discussions and innovations for manufacturing, technology and applications. The conference will provide a spectrum of opportunity to expand knowledge and share new concepts among the manufacturers, developers, researchers and entrepreneurs from the field of biochips and biochip solutions. 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, 16 June 2020: from 10:00 to 17:00
- Wednesday, 17 June 2020: from 10:00 to 16:00
- Adlershof con.vent. Rudower Chaussee 17, 12489 Berlin, Germany.

\* Be aware that the start and end times are tentative. Check back for updates before the event.

### Fees & Rules

Developer/Researcher/Academia	Free of charge
Exhibitor	Speakers will be charged 400,-€ for up to 30 minute presentation
Other	Speakers will be charged 650,-€ for up to 30 minute presentation

\* Prices exclude 19% VAT.

- Speaking opportunities are open to all qualified applicants.
- BIOCHIP 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.
- BIOCHIP 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 BIOCHIP 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 120-word maximum abstract and an image upto W800 x H600 pixels that represent the presentation. These will be published on the homepage of BIOCHIP 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.

### **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**

BIOCHIP 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. BIOCHIP 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 March 31.

If you are unable to present and need to send a replacement author, please inform BIOCHIP Berlin, [info@biochip-berlin.de](mailto:info@biochip-berlin.de), immediately. The replacement author must be approved by the Organizer. BIOCHIP Berlin reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever.

### **Intellectual property and ownership of presentation materials**

Presentations should consist only of the speaker's original work, and it should not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. The speaker will be the sole copyright holder of the presentation, or that he or she has obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in his or her presentation.

### **Permission to photograph and record**

Speakers agree that BIOCHIP 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 BIOCHIP Berlin will be used for commercial promotional purposes in any manner. Speakers will not be compensated and agree to allow BIOCHIP Berlin to use indefinitely any and all photographs, video and audio recording royalty-free.

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

### **Questions?**

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