

## Factsheet

- ✓ The topic (title + content description) and the speaker must be finalized at least 6 weeks in advance in order to plan/advertise the upcoming webseminar.
- ✓ The planned time frame for the web seminar is 60 minutes, of which at least 15 minutes should be planned for Q&A. With approximately 5 minutes of introductory remarks, this means that the lecture should not exceed 40 minutes.
- ✓ Web seminar language is German or English, however, English is preferred.
- ✓ The presentation should be preceded by a start slide provided by Composites United.
- ✓ The webseminar is held via the online platform ZOOM, so that no pre-installations are necessary. It is hosted by Composites United e.V.
- ✓ A stable internet connection, a camera with a good resolution and a good audio input signal (headphones or separate microphone) must be provided by the presenter.
- ✓ A binding preliminary talk as well as a technical test under real conditions (broadcasting location, presentation, if necessary, including video/sound files) will take place at least 48 hours before the live webseminar in order to ensure its quality.
- ✓ The webseminar will be recorded and subsequently uploaded on CU's YouTube channel.
- ✓ Consent to the publication of the video recording is mandatory for participation.

## Declaration of consent

Name:

Company/ Organization:

Event/Lecture title:

As the speaker, I agree that my above-mentioned lecture may be recorded with sound and pictures. The film recordings may be made available freely to the public by Composites United e.V. as video/data stream and/or as video/data files on the CU YouTube channel.

I have also taken note of the above-mentioned procedure and agree to it.

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Date, Signature