Please fill in this form by computer if possible. If not, please print it out and fill it in by hand. Then send the completed form to Institute for Kinesiology Damme, julia.frison@ikl-kinesiologie.de. Thank you!

Speaker´s Contact Details

|  |
| --- |
| Name: |
| Address:  |
| City:  | Province: | Country: |
| Postal Code: | Mobile Phone: | Work Phone: |
| Email Address: |
| Website: |

Introduction of yourself (Maximum 80 words – for advertisement)

Please also send in a photo of yourself (head and shoulders only) together with this form for advertisement. (Minimum 300dpi; about 3.5cm (width) x 4.5cm (height); jpg format.

About Your Speech

Title of your speech:

Summary of your speech (maximum 120 words – for advertisement)

Equipment you need (please tick ☑ the appropriate box):

|  |  |  |
| --- | --- | --- |
| 🗆 Beamer/LCD  | 🗆 Screen  | 🗆 Wireless Internet |
| 🗆 Others: …………………………….. …………………………………………. |
| 🗆 Flipchart & Markers | 🗆 CD Player | 🗆 A Massage table |
| Note: Deadline for PPT submission (if you prepare to use PPT) is April 30, 2018 for translating and testing.  |

Please tick the appropriate box ☑, as appropriate

1. Please send your essay to the sponsor before April 30, 2018 for publishing in the conference booklet.

🗆 Agree

1. Besides your essay, will you have other supplementary materials to be given to participants?

🗆 Yes 🗆 No

If yes, what is it: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If the answer to #2 is Yes, please send in the materials to the sponsors before April 30, 2018.

🗆 Agree 🗆 Do not agree

1. Please send in your PPT (if any) on or before April 30, 2018 for translation and for testing.

1. You have one hour time for your lecture including translation.
2. The copyright of the written copy of your speech as well as the photos, videos taken during the conference belong to the sponsors, the sponsors may sell or use them for advertisement.

🗆 Agree

Please fill in the form and send it back to julia.frison@ikl-kinesiologie.de before January 31, 2018. Please use the following title in your email in the following format: Application for Speech Presentation – Your name, (e.g. John Smith)

The IKL Team will review your application, and give you a confirmation before February 28, 2018. If your application is accepted:

* Please send in your essay before April 30, 2018. Any handouts received after April 30, 2018 will not be included in the conference manual and all copies and costs will be the responsibility of the presenter.
* Keep the length of your essay within 4 sheets of A4 paper, using Arial 12 point font.
* Send graphics separately.
* You will receive a 50,00 € discount over the registration fees – either based upon early bird fees or original fees – depending on the time of your registration.

We thank you very much again for your interests in speaking at our International Educational Kinesiology Conference!

Please find attached the schedule for the Edu-K-Conference.

The dates and times for the speeches will be divided by the sponsors.