

DOAG Guidelines & General terms and Conditions for Speakers of DOAG Primavera PM Days

1. General Information

The event is being held by DOAG Deutsche ORACLE-Anwendergruppe e.V. (German Oracle Users Group) which has given their subsidiary DOAG Konferenz + Ausstellung GmbH or/DOAG Dienstleistungen GmbH (depending on which event) responsibility for organizing it. Provided it is not mentioned otherwise, DOAG shall refer hereinafter to all DOAG e.V. and DOAG Konferenz + Ausstellung GmbH/DOAG Dienstleistungen GmbH. These guidelines and general terms and conditions for speakers are the basis for the co-operation between the speaker and DOAG, constitute the legal basis for an application to the event and shall be subject of the contract. These guidelines are binding as soon as the speakers submit the application.

2. Requirements to Register your Paper

- The presentation must not be published before the date of conference
- The author must have the full copyright of the presentation and the article published.
- Presentations including promotion for products or promotion for a company (marketing presentations), will not be accepted by DOAG. These presentations will be refused and cancelled from the program.
- Applications must be registered online before the closing date by using the submission form and will take part in the evaluation process
- By registering your application you agree that your presentation will be published in the DOAG media (e.g. electronic form in the DOAG download archive).
- Another important criterion for the acceptance of your application is the submission of the full presentation in electronic form on due date. For your presentation please use PowerPoint converted into pdf format.

3. Profile of Your Presentation

3.1 Timeframe

A timeframe of 35-45 minutes will be provided for each presentation depending on the event. This includes 10 minutes for discussion or questions and answers. It is not allowed to overrun the time limit for the presentation.

3.2 Level of your presentation

The presentation may address Oracle experts as well as beginners or experienced. Please indicate the level when submitting your application. The presentations will be marked in the conference program with "for beginner", "experienced level" or "expert level".

3.3 Main Focus

To classify your paper with regards to content you shall relate your application to a topic. Choose one of the focuses when registering your application. You will find the description of particular focuses on the relating DOAG event websites.

3.4 Type of Presentation

In your presentation you may speak about your experiences in using the Oracle products, you may refer to your projects; inform attendants about your tips and tricks, or present new products or product releases.

Besides you may give a lecture on general IT topics, concepts for the information management or speak about your experience with third party software. The more practical relevance your presentation has, the better for the community.

4. Registration of Your Application

4.1 Registration of Your Application

Only complete and online submitted applications, which have to be registered within the specified time frame, will be considered. Papers, which are submitted after the deadline and not occur online, cannot be considered.

Upon registering your application, you accept the terms and conditions for speakers as laid down in these guidelines as legally binding.

4.2 Registration Form

Please fill out the default registration form. Mandatory fields, which are marked with * has to be filled.

Confirm your submission by pressing the >>save<< button. Then the system will send you an automatic verification mail. Please do not forget to confirm this email. Not till then your application is submitted. Please pay particular attention to the field >>abstract/summary of your paper<< (maximum 1800 characters). Your abstract helps the DOAG to evaluate your application. Beside we will publish the text of your abstract in the conference brochure, which will be handed out to attendees at the beginning of conference. After the registration is done you may not modify the abstract in the systems. Should you have any change requests, please send them until the relevant deadline to callpresentations@doag.org. To make sure that your change request will be considered please ask for a short confirmation.

4.3 Receipt of you application

The receipt of your application is not attendant on an acceptance of DOAG. A right of consideration does not exist.

5. Selection and Evaluation of Presentations

5.1 General Information about the Selection of Registered Presentations

All registered presentations take part in an evaluation process. This evaluation process is the primary basis for the acceptance or refusal of a lecture. Presentations with little or no reference to Oracle will not be accepted. Lectures with the purpose to present a product (marketing, product advertising) will be refused and not be accepted into the program.

5.2 Evaluation Team

A team of experts will select the lectures. These experts are members of DOAG board. This team evaluates every registered application – individually and independently

6. Acceptance/Refusal of Your Application

6.1 Acceptance of Your Application

You will be informed about the acceptance of your application via email.

6.2 Refusal of Your Application

You will be informed about a refusal of your application via email. We hope for your understanding if your application is not accepted. Nevertheless we are looking forward to welcoming you as an attendee at the conference. Please register again online as participant of the conference.

7. Publication of Your Presentation

If your presentation has been accepted and will be in the program, the content will be published in two forms:

- Your abstract (of 1800 characters) will be published in the conference brochure, which will be handed out at

beginning of conference (not valid for all events) *please see 7.1*

- your PowerPoint presentation (as pdf format) will be published directly after the conference (*please see 7.3*)

7.1 Abstract for the Conference Brochure

For the conference brochure which will be handed out to attendees at beginning of the conference, we publish the summary (1800 characters) of your presentation which you have submitted as abstract in the online registration. When registering your presentation please pay attention that the summary is distinctive and free of spelling mistakes. Some events do not have conference brochures.

7.2 PowerPoint Presentation as reference after the Conference

After the event your full PowerPoint presentation (as pdf format) will be published at DOAG online media (website) and on a proceedings CD (referring to the conference). The DOAG download archive serves the purpose to inform the members of DOAG and participants of the conference. Here, all presentations will be provided as download for all members of DOAG. Documents will be available in a read-only pdf version. Commercial use beyond the DOAG online media is strictly forbidden. Please send us your full presentation in electronic form (for the upload please follow paragraph 7.2). Documents will only be accepted as pdf.

8. Copyright, Terms and Liability

8.1 Copyright

The presentation must not be published at the time of the Conference. The speaker has to be author of the article or license must be granted through the authors or the licensee. Please check if all parts of your presentation, i.e. text, pictures and graphics comply with these requirements and please make sure that you do not infringe the copyright or other rights of third parties.

8.2 Terms of use

The speaker grants license to the DOAG of using the documents of the lecture. The license is not exclusive nor worldwide nor unlimited nor irrevocable. By granting license to the DOAG the speaker waives a money consideration. Yet he is permitted to participate at the conference without being charged and to present as a speaker. The license is limited to use that serves the DOAG and for DOAG purposes. Sublicensing is excluded. The speaker is entitled to exploit the presentation otherwise after the conference.

8.3 Liability

We take for granted that the information, data and program source codes that are included in your lecture or documents are complete, up to date and that you have tested all operations, processes and program source codes adequately and successfully. You, by yourself may be hold reliable for damages which may happen to DOAG or a third party if damages will be caused as a result from your lecture. DOAG will not assume the obligation testing your lecture nor is DOAG responsible for the due diligence. Nevertheless should DOAG have any reasonable doubts of fault-free lectures, DOAG may withdraw from this agreement and may cancel your lecture from the program, after giving an adequate notice in an adequate period and this period of grace expires fruitlessly.

9. Participation of Speakers at the Conference

9.1 Participation of speakers

Speakers will get free admission to the conference (workshops and training day are not included). An additional registration (as participant) is not necessary, as you already have registered your presentation. Your speaker's card will give you access to all speaking slots and lectures, to the exhibition and all catering areas. Co-speakers must pay the full conference fee (fully charged).

Co-speakers of the DOAG Primavera PM Days are generally obliged to pay the full conference fee, with the exception of co-

speakers presenting together with an employee of the same company or affiliated enterprise, of Oracle or of an Oracle partner and not being an employee of Oracle or of an Oracle partner himself.

9.2 Speakers' Registration at the check-in desk

Please check-in at the registration desk arriving onsite. The personal check-in is mandatory. There you can check-in comfortable and get further information for speakers. We register your attendance and advice you of program changes. Furthermore we ask you for your mobile number.

9.3 Organizational detail

For further detail e.g. date of your presentation, admission and technical equipment in the conference room, and your contact person we will send you an info email before the event.

10. If Speaker is unavailable or has to Substitute

10. Incapability

10.1 Notification in Case of Incapability

In case of incapability to hold the presentation at all or in time please contact us instantly and before the scheduled start of the presentation via email to office@doag.org or give us a call at the following number (0 700) 11 36 24 38.

10.2 Substitution of a Speaker

In case of incapability and with consent of DOAG, you are allowed to send a substitute speaker to present the same presentation with the same quality and without changes in the content. Please inform us in advance and in time before the scheduled time, to guarantee that your substitute will get an admission ticket to the conference.

10.3 Unexcused Absence

If you or a named substitute speaker are incapable to hold the presentation and/or DOAG wasn't informed in time accordingly to 11.1., DOAG can claim a contract penalty in the amount of one conference day according to the current price list. If you prove that you could not inform DOAG accordingly to 11.1 through no fault of your own, you don't have to pay a contract penalty. Furthermore you don't have to pay a contract penalty, if you prove that you could not present through no fault of your own.

DOAG can claim a contract penalty of one or more conference days according to the current price list if the speaker has given the conference ticket to a third person and if this person has used this ticket on one or more days.

11. Consent to publication of pictures and recordings

For reasons of security there can be a video surveillance onsite. Where required, with your participation you accept photo, film, television and sound recordings and the publication onsite or by print, dvd, tv, internet and future media for documentary and promotional purposes of DOAG and other interested parties at the event.

12. Photo, film, television and sound recordings

To protect the intellectual property the production and publication of photo, film, television and sound recordings during events of the DOAG is generally forbidden.

To get a permission under the following conditions, please contact the DOAG by email.

Permissions will not be given for recordings during presentations.

In your application you have to define the nature and extend of your recording, number of persons in your first Unit, purpose and nature and extend of publication. The given permission has to be carried along and has to be shown when demanded.

The permission does not contain potential rights of third parties. You have to obtain the necessary approval on your own. If you intend to publish recordings not only internal, but external you have to refer to DOAG Deutsche ORACLE-Anwendergruppe e.V. conveniently and send the production to DOAG in advance to get a permission to publish it.

Excluded from the requirement of permission are productions for private use only and if there are just short sections of the event recorded.

Excluded from the requirement of approval are also media who have accredited before.

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