

With the following guidelines & general terms and conditions you bindingly agree to the conditions and procedures for your presentation with the DOAG Deutsche Oracle Anwendergruppe e.V. as the organizer.

Please read the document carefully and follow the instructions in our mutual interest. By submitting the presentation you agree to all the conditions.

If you have any questions, feel free to contact our organizers who are in charge of the event.

Contact:

DOAG Dienstleistungen GmbH

DOAG Konferenz + Ausstellung GmbH

Tempelhofer Weg 64
12347 Berlin

E-Mail: vortrag@doag.org

Phone: 0700-11DOAGEV (0700) 11 36 24 38

Fax: 0700-11DOAGFX (0700) 11 36 24 39

Please refer to the event announcement for details on the event organizer and organizers.

In addition to these guidelines and general terms and conditions for speakers, the respective conditions, announcements as well as terms and conditions for each event are valid.

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PREQUESITES FOR A PRESENTATION

1 Prerequisites as regards contents

1.1 The presentation should have a **novelty value**, i.e. the contribution should not have been published elsewhere at the time of the conference, and it should contain current information or information that is not widely publicized.

1.2 The author(s) must own the **copyright** or have sufficient license rights on the contribution in order to be allowed to submit it as a presentation, to hold the presentation, and to grant DOAG the rights for its publication, as described below.

1.3 Contributions that primarily serve the **promotion** of the presenter's products or company or services, or those offered by his/her client or employer will not be accepted.

1.4 Talks are to be **presented by you at the event** and a summary must be **submitted** as a slide presentation. You may also present with co-speakers.

1.5 Compliance with the set **deadlines** is a prerequisite for the acceptance and presentation of the contribution.

1.6 Das Einhalten der gesetzten **Deadlines** ist Voraussetzung für Annahme und Präsentation des Vortrages.

2 Profil des Vortrags

2.1 In your presentation, you can, amongst other things, talk **thematically** about your experiences using Oracle products, or share project reports, pass on tips and tricks, or introduce new products and new versions. The more practical the better. You may also talk about other topics related to information technology, about concepts for information management, or about supporting third-party software products.

2.2 The available **timeframe** for the presentation is 30 to 40 minutes, depending on the event. This timeframe includes 10 minutes for discussion. This timeframe may vary. It is not permitted to exceed the allocated timeframe.

2.3 The submitted presentation may address both experts and beginners. Please indicate the **level** in the submission process. This attribution may be published in the media.

2.4 Please assign your contribution independently to the corresponding stream. During the application process you will be provided with a predetermined topic list depending on the event. Your presentation should be assigned to one of the topic areas specified in this list.

The organizer reserves the right to change the selected topic stream.

SUBMITTING YOUR CONTRIBUTION

3 Submitting your presentation

3.1 Your presentation must be submitted exclusively online through the designated website. Please register at doag.org or sign in with your existing account. Only **completely** and **punctually submitted** applications for contributions will be considered in the selection process.

3.2 Please fill in the specified fields in the **registration form**. Fields marked with *) must be filled in.

3.3 Please ensure that you fill in the field »**Summary of the presentation**« with max. 1,800 characters. You cannot edit the summary through the system after filing.

3.4 The **receipt** of your application does not imply that DOAG will accept your contribution. A claim for consideration as a speaker does not exist. The possibility of recourse to legal action is excluded.

3.5 Should you name any co-speakers, please ensure that they have issued the necessary consents for submission, and be sure that in this case the copyright requirements are respected.

SELECTION AND ACCEPTANCE OF CONTRIBUTIONS

4 Review and presentation selection

4.1 All submitted presentations take part in an **evaluation process**, which forms the basis for acceptance or rejection of a contribution.

4.2 An **expert team** consisting of representatives of the iJUG Executive Committee and officials carries out the evaluation and selection. This team evaluates every submission independently and individually.

According to the review of the submitted presentations, the expert team will select those presentations which are suitable for the event, fulfill the substantive **criteria**, and can be considered with regard to capacity.

5 Acceptance / Refusal of your application

5.1 If your paper has been **accepted**, you will receive a notification via email.

5.2 You will also receive an email if your paper was **not accepted**. We ask for your understanding should your paper not be accepted. In any case, we would be pleased to welcome you as a participant at the event. To attend, please sign up online as a participant.

5.3 DOAG reserves the right to **revoke** the acceptance should we subsequently become aware of facts which put the acceptance into question, or if you culpably fail to meet the required conditions mentioned below. In this case, there will be no claims on your part.

PUBLICATION OF THE PRESENTATION

6 Forms of publication

Your accepted paper is usually published in the following forms:

6.1 As a **presentation** by you during the event,

6.2 as a **summary** in a program,

6.3 as a **slide presentation** in a documentation.

For all types of publications, the contents will be provided to the public in either printed or electronic form.

7 Summary in a program

The **program for the event** will be provided to each participant prior to the conference in the conference documents. For this, we will be using the summary you have submitted online. Should you have pressing need for change after submitting, please contact vortrag@doag.org. Changes can be considered only in exceptional cases and only before the editorial deadline.

8 Slide presentation

The slide presentation will be provided to the participants shortly before the conference so that they can prepare for it. After the conference, your slide presentation will be made available for downloading in the DOAG archive.

Please submit your slide presentation in PDF format and, if necessary, also provide additional files in common formats (both collectively referred to as "contribution" in the following) in due time by uploading them exclusively at www.doag.org. If you should not have your login credentials at hand, please request them at office@doag.org.

9 Manuscripts

Submitting a lecture manuscript (hereinafter called "contribution", collectively with the other works and files) is only necessary for the DOAG Conference + Exhibition. The manuscript will be provided to the conference participants prior to the event (only after they have registered for the conference) in electronic form as a PDF file, so that they can prepare for the conference. It will also be published for the general public after the event.

9.1 The manuscript should have a maximum of 4 pages and not exceed 9,000 characters, including spaces.

9.2 When submitting your contribution for the DOAG Conference + Exhibition, you may only use the provided template (www.doag.org/go/vortragsvorlage) in Microsoft Word. Specifications and formats shall not be modified. Images are very useful to explain a complex situation. They must be included in the text.

The manuscript should contain the following in the order listed:

- title of the paper

- author(s): first name and surname

- location

- keywords as selected by the author

- contribution

- the author's contact details and e-mail address, if desired

9.3 Please submit your manuscript on time by uploading it exclusively in PDF format on the corresponding event website. To upload, please log in with your login credentials, then go to the menu item 'manage your lecture applications' and upload your PDF using the button 'files'. If you do not have your login credentials at hand, you can request them by sending an e-mail to office@doag.org.

PRESENTING YOUR CONTRIBUTION

10 Your participation as a speaker at the event

10.1 As a speaker you will have free **access to the event**; workshops and training days are excluded. A separate registration for the event is not required. Your speaker badge will give you free access to the conference, to the exhibition, and to all catering areas. Other expenses will not be reimbursed. Co-speakers pay the usual registration fee.

10.2 For all other **organizational details**, such as time of your presentation, access to and equipment in the meeting rooms, and contact details for queries, you will receive an info email prior to the event.

10.3 Upon arrival at the venue, please proceed directly to the **check-in counter**. This personal check-in is required.

10.4 Your access authorization is **personal**. A penalty in the amount of the registration fee according to the price list for one or more conference days may be charged by DOAG, should it become known that you have handed out your access permission to third parties and if they used it on one or more conference days.

11 Proceeding in case of incapability, stand-in

11.1 In case you are **unable** to give the lecture at the specified time, or in case you are unable to give it at all, we kindly ask you to **notify** DOAG immediately and before the scheduled presentation begins by sending an email to office@doag.org or by calling 0700 11 36 24 38.

11.2 Should you be unable to attend, you may, after having consulted DOAG, determine a **stand-in** who is able to give the submitted lecture without any changes, and who will maintain the same quality. Please let us know in good time before the scheduled presentation. This is the only way to ensure that your representative receives an access badge.

11.3 If you or a designated representative **cannot give** the presentation and no notice as described in 11.1 and 11.2 has been given in due time or not at all, DOAG reserves the right to charge a **penalty fee** in the amount of the registration for one day of the conference according to the price list. If you can demonstrate that this failure to notify us according to 11.1 happened through no fault of your own, we will refrain from charging a penalty fee. This penalty fee will also not be charged if you prove to have been prevented to give the talk through no fault of your own.

12 Consent to photographs, video, TV and sound recordings, publishing, own recordings

12.1 For **security reasons**, video surveillance may be in operation on site in an appropriate form. You agree to this.

12.2 As far as required by law, you give your consent regarding your participation in photography, film, television and sound recordings, as well as to its publishing on site or in print, on DVD, TV, Internet and in future media for **documentary or advertising purposes** of DOAG and other participants at the event.

12.3 To respect the **intellectual property rights**, it is strictly forbidden to create and publish photos and videos, as well as television and sound recordings at any DOAG event. However, you have the option, upon request via email, to receive a license under the following conditions. Permits are generally not issued for presentations. In the request, you will need to indicate the type and extent of your scheduled recordings, the number of people in the film crew, and the nature and extent of the publication. The authorization granted shall be carried along and presented upon request. The authorization does not include any third-party rights; you will need to request required approvals on your own behalf.

COPYRIGHT AND LIABILITY

13 Copyright and use of contributions

13.1 You must be the **author** of all parts of your contribution or have the necessary rights granted by the respective author or licensee. Check whether all parts of the presentation, i.e. text, images and graphics comply with these requirements and do not infringe any third-party copyrights or other rights, in particular in terms of competition law. If you have co-speakers, you must obtain the usage rights for their partial contributions, mandatorily with the possibility of sub-licensing in accordance with these guidelines & general terms and conditions. In this case, you are responsible to ensure that the co-speakers also adhere to copyright and other legal requirements in their contribution to the presentation.

13.2 The speakers grants DOAG a non-exclusive, worldwide, perpetual, irrevocable **right to use** their presentation.

Granting usage rights is set off against the value of the participation in the event and the appearance as a speaker, otherwise there will be no further remuneration.

This right is limited to the use of data for DOAG purposes. Sub-licensing is allowed only within DOAG and its members.

All your presentations can be made available for download in the DOAG archive, which is publicly accessible and searchable.

DOAG or its sub-licensees may make editorial changes to the presentation.

13.3 We assume that the information, data and program code contained in your submission is correct, complete and up to date and that you have tested the procedures and the code sufficiently and successfully. You are solely **responsible** for any potential damage incurred to DOAG or third parties through your contribution. DOAG assumes no obligation to examine or inspect your contribution. If DOAG nonetheless has reasonable doubts about the accuracy of the contribution, it may withdraw from this agreement after an appropriate notification, and after a period of remedy has passed. After that, DOAG may exclude your presentation despite the initial acceptance.

DOAG and its subcontractors are liable without limitation for damage resulting from injury to life, limb or health based on an intentional or negligent breach of duty and for other damages based on intentional or gross negligence or fraudulent intent. In addition, DOAG is fully liable for damages that are covered by the liability according to binding legal regulations, such as the Product Liability Act, as well as in the case of assumption of

guarantees. Otherwise, liability is excluded. For such damages, for which liability is not excluded, DOAG shall be held liable limited to the contract-typical predictable damage.

13.4 If your contribution infringes third-party rights or if third parties claim compensation payments from DOAG, you as a speaker will **free** DOAG from **all claims and costs** and support them in the defense of claims. You are not entitled to the objection that DOAG could have warded off the claim or could have done so better. The documents submitted shall become the property of DOAG and will not be returned.

MISCELLANEOUS

14 Supplementary rules

14.1 German law is applicable and, to the extent permitted, Berlin is the place of jurisdiction.

14.2 Should one or more provisions of these guidelines and terms and conditions be invalid or unenforceable, the remainder shall remain unaffected, and statutory regulations will apply in place of the invalid or unenforceable provision.

14.3 DOAG reserves the right to reasonably modify these guidelines and terms and conditions with appropriate notice.