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| Name | Full name, then title (e.g., Assoc. Professor, Senior Researcher etc.) |
| Affiliation | Department or research institute (please spell out abbreviations)  University, Country |
| Title | (Title of your presentation) |
| Session | (to be filled in by the conference organizer) |
| Time and location | (to be filled in by the conference organizer) |
| abstract | (about 250 words max) (note: all information (abstract + bio) should fit one (A4) page, so if your abstract is a bit longer, you bio should be a shorter etc.) |
| About the speaker | (about 100 words max—your main research areas, publications, and any biographical item you consider relevant) |