

GUIDELINES 2

RESEARCH INNOVATION FORUM (RIF) CONTRIBUTIONS

1 Scope of application

These guidelines apply for presenting prepared contributions at a Research Innovation Forum (RIF) in sessions 1 - 2 - 3 - 5. Not applicable for sessions 4 and 6.

Authors of a paper selected for presentation in the RIF's are invited to make a 10 minute presentation of their paper and to participate in the free discussion and answer possible questions from the audience.

2 General principles

The RIF sessions will take place in the rooms STOLZ 1 and 2 at 16.00 hrs on the day fixed in the programme

During the RIF sessions, the working language will be English only.

The final tuning of the session organisation will be achieved during **a pre-session briefing**. Further details available on the website www.cired2007.org in due time. Authors of prepared contributions are requested to attend this pre-session briefing meeting.

The supporting texts including illustrations have to be prepared and submitted in advance (see item 3 - Procedure). These will be reproduced in the post conference proceedings

The authors should know that the supporting material is to be used for many purposes:

- ⇒ The Chairman and Rapporteur to take knowledge of the contents and prepare the discussions
- ⇒ As support for the authors and the moderator during the presentation and help them to keep control on the duration of their presentation
- ⇒ The conference organisation to edit the conference proceedings

Therefore, the authors will understand that the observance of the following guidelines is the only way to achieve a smooth and efficient development of the discussions.

3 Procedure

The electronic documents supporting the presentation are to be prepared and delivered **by Wednesday, 2nd May 2007**) by email to the Research Innovation Forum (RIF) Chairman and Rapporteur and to the Conference Organisers at info@cired.be (unless otherwise agreed by the RIF Chairman).

After the conference, the presentations given at the conference will be published in the post conference proceedings. Contributors have the possibility to send an updated document – if they wish, not later than July 1st, at the latest.

The maximum duration of authors prepared contribution is **10 minutes** unless otherwise agreed by the RIF Chairman.

3.1 Supporting texts

The supporting text will be prepared using the appropriate template (see template in the appendix and it can also be downloaded from the conference web site www.cired2007.org) and must not exceed **300 words**.

Number of copies	Language	Support	Deadline	
1	English	Word-file	Wednesday, 2 nd May	<i>see comment n°1</i>
2	English	paper	pre-session briefing	<i>see comment n° 2</i>

Comment n° 1: Sending the electronic file with the supporting text to info@cired.be and to the RIF Chairman and Rapporteur (see item 4) before the deadline (**Wednesday, 2nd May**) is mandatory (unless otherwise agreed with the RIF Chairman).

Comment n° 2: During the conference, paper copies will be used and authors are asked to hand out their copies as soon as possible to the Technical Secretariat on site (1st floor). The two copies are for the RIF Chairman and the Technical Secretariat.

Accepted Document Formats

The supporting text files must be done in formats compatible with Microsoft Office 2000 (*.doc, *.rtf, *.txt). For users of MS Office XP, as well as Macintosh, Linux and Unix, please verify that the texts you submit read properly in MS Office 2000. Template for the supporting text is shown in the appendix and can be downloaded from the conference website.

Accepted Graphic Formats

Images in the papers must be embedded in formats BMP, JPEG, GIF, TIFF. Same formats are requested for any separate images (if any). Scanned images must have the resolution 72 ppt minimum. Best quality photographs and illustrations are welcome.

3.2 Supporting PowerPoint presentation

This is a separate document, additional to the supporting **text**.

The PowerPoint presentation may include pictures, digitalised video, etc. These presentations will be tested by the Technical Secretariat before the conference and during the short briefing. Please use the template shown in the appendix (downloadable from the website) to prepare your contribution, in order to avoid any compatibility problems.

NO SLIDES permitted, all figures, pictures, etc.. must be digitalized in appropriate format and directly inserted in your electronic files to be transmitted to organisers.

There is no time available for each speaker to connect and use his or her own computer to make the contribution. Only presentations installed on the Chairman's laptop will be presented. Therefore, it is highly recommended to send the material by the deadline (**Wednesday, 2nd May**) at info@cired.be. It is also recommended that each speaker contacts the Technical Secretariat the day before the session for a final check.

It is strongly recommended that prepare a back up presentation on a USB Memory Stick, in case of unexpected trouble.

Important notes:

- There will be no facility to use overhead transparency sheets.
- There will be no facility to project photographic SLIDES (24x36 format)

3.3 The filename of your documents

It is imperative to respect that all files transmitted for any presentation or future publication in the proceeding must have a name as follow:

NAME-Country-RIFsessionX-PaperIDx.suffix

where:

Name: the name of the speaker (without blank, without accent, all in capital letter)

Country: the country name - first letter in capital

RIFsessionX: for RIF session No

PaperIDx : unique paper ID number

Suffix : the kind of file (.doc, .ppt)

Please: no accents, no commas, no tremas, etc... only basic English language.

Example

AIM-Belgium-RIFsession2-Paper0347.doc

AIM-Belgium-RIFsession2-Paper0347.ppt

For a speaker AIM coming from Belgium who is an author in the Research Innovation Forum 2 (Power Quality & EMC) with the unique paper ID 0347.

The two files content:

File 1: .doc file containing the *text* for Chairman information and later for post-conference proceedings

File 2: .ppt file containing your *presentation* file in Power Point format

4. Pre-Session Briefings

All RIF authors are requested to attend a short briefing/run through meeting. Time and place to be advised. Please check on the website www.cired2007.org for further information. The Chairmen will expect all involved to attend.

5 E-mail addresses

Contact with your Chairman is strongly recommended, at least to send your contribution before the deadline (**Wednesday, 2nd May** - supporting text and/or power-point presentation).

Session 1: **Network Components** (to be held on Tuesday, 22 May)

Chairman Session 1

Alain Doulet

alain.doulet@distribution.edf.fr

Rapporteur Session 1

Philippe Picot

philippe.picot@schneider-electric.com

Session 2: **Power Quality and EMC** (to be held on Thursday, 24 May)

Chairman Session 2

Emmanuel De Jaeger

emmanuel.dejaeger@laborelec.be

Rapporteurs Session 2

Philippe Goossens

philippe.goossens@elia.be

Session 3: **Operation, Control and Protection of Supply Systems** (to be held on Wednesday, 23 May)

Chairman Session 3

Theodor Connor

theodor.connor@siemens.com

Rapporteur Session 3

Markus Zdrallek

markus.zdrallek@rwe.com

Session 5: **Power Distribution System Development** (to be held on Tuesday, 22 May)

Chairman Session 5

Antonio Ardito

ardito@cesi.it

Rapporteur Session 5

Fabrizio Pilo

pilo@diee.unica.it

6 Your Checklist

Before the conference

- Did I prepare an electronic.doc file with the supporting text and illustrations and send it to the RIF Chairman, Rapporteur and to info@cired.be before **Wednesday, 2nd May** at the latest?
- Did I prepare a Power Point file (.ppt) and send it in the same way as above?
- Did I prepare 2 hard copies of my .doc file for the Technical Secretariat and which will be used during pre-briefing meeting?

During the conference

- To contact the Technical Secretariat the day before my presentation (first floor of the conference centre) with the hard copies of my files and check if everything is in order
- To participate in the pre-session briefing meeting with my Chairman/Rapporteur/Secretary
- To be ready to go on the stage in the appropriate main room (STOLZ 1 or 2) on the appropriate day at 16.00 hrs.

After the conference

- Did I check if the text of my presentation may be published as it was or do I need to include some changes? (If so I need to send one copy of the revised text .doc **not later than 1st July** to info@cired.be)

FOR FURTHER INFORMATION ABOUT THESE GUIDELINES, PLEASE CONTACT:

info@cired.be

Appendix - Template for Supporting Text

Paper Identification			
Name		RIF Session No	
Company		Paper ID No	
Country			
Email			

TITLE OF THE CONTRIBUTION

[Type Text Here]

Appendix – Template for the visuals

 Vienna 21-24 May 2007

Click here to insert text

- A slide has to be easy to read
- It must not be too crowded
- It should contain no more than 6 lines
- No more than 8 words per line
- Diagrams must not be too detailed

Author Name – Country - RIF Session X- Paper ID 1

This template is downloadable from the conference website.
Your company logo – if needed - is best located in the upper right corner.