



**DRAFT**

## **CIGRE SESSION GUIDE FOR DISCUSSION CONTRIBUTORS**

### **INTRODUCTION**

CIGRE Sessions are run with the “Special Reporter” system, i.e. selected papers are not presented individually by authors during the Discussion Group meeting, but are incorporated in a “Special Report” which sets forth the essence of the papers and structures their discussion, in the form of ‘Questions’ calling for contributions from the audience. The selected papers are also presented in poster sessions.

The present instructions are intended for Delegates who plan to contribute to the discussions (we shall name them contributors, the word author being kept for papers); they are to be observed to ensure high quality exchanges.

#### **These guidelines take into account the following:**

The set of Session papers is available on the CIGRE website to all duly registered delegates before the Session.

The Special Reports are posted on the CIGRE website at the Session page and are on free access to everyone.

Contributions to the discussions are presented orally by the contributors, with a visual support.

The contributions are afterwards posted on the website, as ‘Session Proceedings’ available to all delegates some time after the Session. This implies that the contributors may have to prepare two versions of their contribution, one “oral version” and one “written version”. Visual supports as Power Point will be posted on the website in pdf format.

The Proceedings comprise, for each Discussion Group Meeting: the relevant Special Report, the written contributions and the visual supports to the discussions, the papers presented at the Poster Session and the relevant General Report drawn up after the Session which reports on the discussions and draws conclusions.

### **1. GUIDELINES FOR THE DISCUSSIONS**

#### **-Group Meetings are run as follows:**

- Introduction by Chairman
- Presentation of Preferential Subject 1
- Prepared contributions relevant to the subject
- Spontaneous contributions, if any
- Possibly, general discussion

....Same pattern to follow with discussion of Preferential Subject 2

#### **-A contribution is to answer only one ‘Question’ from the Special Report.**

**-Time is limited to 3-4 minutes per contribution** so as to accommodate a large number of speakers. Advice to speakers is:

- Focus on the main message

- Highlight just a few items, give a few key figures
- Highlight novel points of interest
- Avoid recalling background information known to the audience
- Avoid complex tables or presentations calling for explanation
- Follow specific recommendations of the Special Reporter, if any.

**-Style for oral presentation:** Conversational style is the ideal form of presentation. Reading out and giving too dense information which is hard to follow should be avoided. Speech should be relatively slow considering the different nationalities represented. The oral presentation should give the main points and conclusions; there is not enough time for a full text to be delivered.

**-Projection Material:** Data projectors are available in the four main conference rooms at the Palais des Congrès (Grand Amphithéâtre, Amphithéâtre Bleu, Amphithéâtre Havane, Amphithéâtre Bordeaux).

**-A few hints to keep in mind:**

- Avoid too detailed visuals
- Keep the message simple (show curves rather than tables or figures). More elaborate illustrations may of course be supplied with the written text
- Use of colours: generally, warm colours are used for emphasis, cold colours to point to a negative aspect when drawing comparisons.

**-Logos:** No logo (except the CIGRE logo, of course!) should be shown by people making contributions in the name of CIGRE (Chairmen, Secretaries, Conveners, etc.). For other contributions Company logos or names may appear on the first slide of the presentation only. They should be of reasonable size, and should not appear on the following slides.

## 2. CONTRIBUTIONS

**Delegates are asked to prepare their contributions and to send them in advance**, at least one week before the beginning of the Session (i.e. in 2014, August the 17<sup>th</sup> at the latest), knowing the system will be opened one month in advance (i.e. in 2014, on July the 24<sup>th</sup>). It allows a more efficient organization of the meeting and this will guarantee that the contribution is scheduled for presentation. These contributions will be posted by the contributors on the Preview System of the Palais des Congrès.

A contributor may be asked, by the SC Chairman or by the Special Reporter, to modify his contribution. The revised version will be sent to the Secretary, who will update the file on the Preview System.

### 2.1 Prepared contributions

They are drawn up in advance, and coordinated with the Special Reporters and Chairmen.

Instructions are as follows:

- All prepared contributions and visual supports (PPT presentations) are posted in advance on the Preview System of the Palais des Congrès (detailed instructions will be included in the

material presenting each Session). This system will be opened one month before the beginning of the Session, and will close at the end of the week preceding the Session (i.e. in 2014, August the 17<sup>th</sup>).

Earlier contributions received 1 week before the beginning of the Session will be given priority for presentation. **Contributions received later or handed on spot during the meeting with the Chairman (see next bullet) will be considered, but depending on the number received, it may be not possible for all to be included or the time slot may be reduced.**

- The day before the Discussion Group Meeting - morning and beginning of the afternoon - authors of prepared contributions meet with the Group Chairman and the Special Reporter. Texts and supports will be checked for legibility and speaking time will be set.

## 2.2 Spontaneous contributions

In this case no preliminary information to Chairman is required: Contributor is to take the floor if and when Chairman calls for spontaneous contributions.

Each Contributor can a written contribution on the Preview System, within two weeks after the Session.

## 3. POSTER SESSIONS

Like for the Contributions, the posters for the Poster Sessions have to be sent, at least 1 week in advance, and posted on the Preview System of the Palais des Congrès.

## 4. COLLECTION OF THE CONTRIBUTIONS /PROCEEDINGS (see Appendix 1)

The Proceedings posted on the website are structured according to this principle: one question → one contribution → one file.

Therefore:

- There must be only one contribution per file and one file per contribution
- Understanding has to be easy and the illustrations must be incorporated in the electronic file.

- **Handing in of contributions**

The files of the contributions (in written language and possibly with PPT presentation) have to be posted on the Preview System at least 1 week in advance (the Preview System being opened one month in advance).

Prepared written contributions, for which a modification has been requested, have to be posted on the Preview System within a maximum delay of 2 weeks **after** the Session. Past this delay no contributions will be inserted in the Proceedings and the name of the relevant contributor will be deleted from the List of Contributors.

Spontaneous contributions are drawn up afterwards and the file is also to be posted on the Preview System, within the same delay of 2 weeks; past this delay no contribution will be recorded.

- **Session Technical Secretariat**

A Technical Secretariat office on the Session premises (Room N° to be specified through the link provided) will serve the following purposes: information, supply of stationery required for last minute preparation, photocopies... distribution of Daily Summaries of discussions, and Panels documentation.

- **The files should be presented as below , to be posted on the Preview System:**

**Specifications:**

**a) For prepared contributions**

Written contributions (see Appendix 2):

- Length: 1000 words maximum
- Text: Font size 10
- Format: Word. Identification of the file: SC, Preferential Subject, question number, name of contributors - see lay-out below :

A1\_PS1\_Q1\_SMITH

- Illustrations: in the body of the text, same file
- Name, country and registration number of contributor to be mentioned in the top left hand corner of each page of text. Group, Question number, should appear in the top right hand corner. (Sample page in Appendix). A sample page will be available for downloading on the website with the Session notice: Contributors are kindly requested to use it, and type their text following the heading. All pages of a contribution should be numbered.

Visual support (see Appendix 3)

Please use the standardized first page.

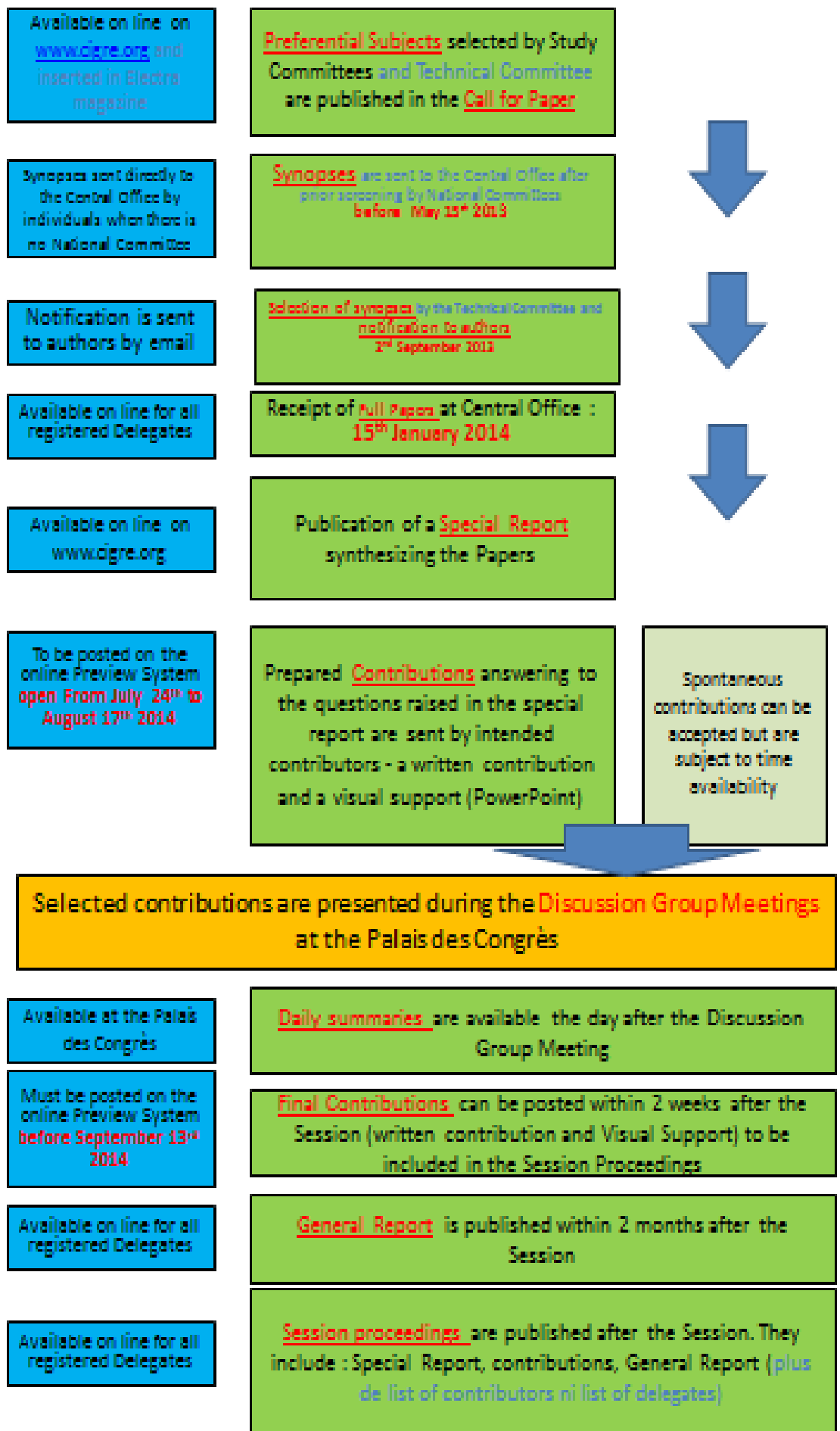
**b) for spontaneous contributions**

- Same rules but shorter text - 400 words - and usually no illustrations.

- **Control before edition**

In all cases the contents are checked by the Chairman of the Discussion Group Meeting and by the Special Reporters (with the tape recording). In the Proceedings the files will be recorded following the chronological order of their delivery during the Discussion Group Meeting.





# APPENDIX 1

## ORGANIZING THE PREVIEW BEFORE THE SESSION

The purpose of this organisation is to allow contributors to send their **proposal** of contributions and posters prior to the Session.

A mail will be sent to the registered participants when the Special Reports will be posted in the website, with a copy to the SC Chairmen (Participants that will register after that will also receive this message, just after their registration). This mail will be an invitation to contribute to the future discussions about the questions raised by the Special reports. It will remind the main rules of the game :

- Validation by the SC Chairmen,
- Mean duration of a contribution, i.e. a maximum number of slides,
- In English,
- Design (no commercial logos),
- Links to download the Preferential Subjects, the Special Reports and the questions
- Date when the service will be closed (the contributions are asked 3 weeks in advance).
- Links to download the templates of Word and PowerPoint presentations (see Appendices 2 and 3). The file where the contributions will be directed will be automatic, depending on the indications sent by the author (SC, Preferential Subject, and question).

When a contribution is posted, a message will be sent back to the contributor, to indicate the successful reception by the system. The SC Chairman and the Special Reporter involved will also be informed of each new contribution, the Word and PowerPoint files being enclosed in the message. Each registered participant will be allowed only one contribution per question: all additional trials will be automatically rejected, with information to the author.

Modifications of contributions will be managed directly by mail between the contributor and the Chairman/Special Reporter. The later will manage the update of the Preview System.

The mechanisms are exactly the same for posters.

All the contributions will be stored on the server, per SC, per Preferential Subject, per question. A SC Chairman, a Special Reporter, will have the possibility to have then access to the whole set of proposed contributions, when needed.

These data will also be available on the servers of the PREVIEW room (343).



## APPENDIX 2

NAME :

COUNTRY :

REGISTRATION NUMBER :

SC REF. :

Pref. Subject :

QUESTION N° :

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Start typing here your contribution

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## APPENDIX 3

