



## CIGRE SESSION GUIDE FOR DISCUSSION CONTRIBUTORS

### 1. INTRODUCTION

CIGRE Sessions are based upon 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 all presented during separate meetings – the 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); the instructions should be observed to ensure high quality exchanges.

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

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

The Special Reports are available on the CIGRE website, Session page, and are available to all.

Intended contributors have to prepare two versions of their contribution: a visual version for the Discussion Group Meeting – 2 or 3 slides maximum – and a written version – text only – more explanatory.

Both versions are collected afterwards, in PDF format as ‘Session Proceedings’ which are available to all delegates a few weeks after the Session- unless otherwise indicated by the authors.

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

### 2. GUIDELINES FOR THE DISCUSSIONS

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

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

....Same pattern to follow with discussion of Preferential Subject 2 and others if any

- **A contribution should 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 visual 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; full text is delivered in the written version of the contribution only.
- **Projection Material:** Video 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:** Company logos or names may appear on the first slide of the presentation only, in a reasonable size.

### 3. CONTRIBUTIONS

#### 3.1 Prepared contributions

**Delegates are asked to prepare their contributions and to send them in advance to the Study Committee Chairman and Special Reporter,** at least two weeks before the Session. It is more efficient for the organization of the meeting and delegates are guaranteed to have their contribution selected.

A contributor may be asked, by the SC Chairman or by the Special Reporter, to modify his contribution and must then send the revised version back to them.

A preview meeting will be held on the eve of the Discussion Group Meeting - usually morning and beginning of the afternoon - in rooms 361 to 364 of the 3<sup>rd</sup> floor of the Palais des Congrès.

The 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. It is expected that this meeting duration could be reduced if all contributions are received in advance. Contributors will receive information from the Study Committee Chairman concerned.

Contributions received later or handed on spot during the meeting with the Chairman 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.

### 3.2 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 send a written contribution to the Secretary and the Chairman, within 15 days after the Session, to be included in the Session Proceedings.

## 4. POSTER SESSIONS

During Poster Sessions, authors will have the possibility to present their Paper individually to delegates. No microphones, laptops or video projectors to be used. Paper boards will be made available to keep the informal aspect of the Poster Sessions – and provide the opportunity for authors to meet the Session attendees during fruitful exchanges in a convivial working atmosphere.

As for Contributions, the electronic files for the Poster Sessions have to be sent at least 2 weeks in advance to the attention of the Poster Session Convener and to the Study Committee Chairman.

A guide for Poster Sessions is also available on the website, Session page.

**Please be aware that the deadlines specified by the Study Committee Chairman may differ from those given in these guidelines.**

**In this case, the instructions given by your Study Committee Chairman will take priority over the present rules.**

## 5. COLLECTION OF THE CONTRIBUTIONS FOR THE PROCEEDINGS

(see Appendix 1)

The Proceedings posted on the website are structured according to this principal: one question → one contribution → 2 files (visual and text).

- **Handing in of proceedings**

- Contributions and Poster Sessions files previously sent two weeks before the Session as indicated above

- Prepared written contributions, for which an amendment has been requested, have to be sent to the Secretary within a maximum delay of 2 weeks after the Session

- Spontaneous contributions are drawn up afterwards and the file is also to be sent to the Secretary, within the same delay of 2 weeks

Past this delay no contribution will be inserted in the Session Proceedings and the name of the contributor will be deleted from the list of contributors.

- **Services for Chairmen and Contributors**

The Information Services Office for Chairmen and Contributors is open on the 3rd floor during the Session. It will serve the following purposes: information, supply of stationery required for last minute preparation, photocopies... distribution of Daily Summaries of discussions.

- **Contributions presentation instructions**

- a) **For prepared contributions**

Written contributions (see Appendix 1):

- 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 on the Session page. Contributors are kindly requested to use this template. All pages of a contribution should be numbered.

Visual support (see Appendix 2)

- Please use the standardized first page.

- b) **for spontaneous contributions**

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

- **Control before edition**

The proceedings contents are reviewed by the Chairman of the Discussion Group Meeting and by the Special Reporters. The Proceedings follow the chronological order of the contributions during the Discussion Group Meeting.



# CONTRIBUTION TEMPLATE VISUAL VERSION

2014 SESSION

- Please use this template to prepare your contribution
- Fill in Slide 3
  - Type in the title of the presentation
  - Specify the number of the preferential subject, number of the question, name of the main speaker and country(replace the given example)
  - The logo of the company or affiliation may be added
  - Specify the Study Committee “SC XX” on the left
- Fill in Foot note and change preferential subject and question number, name of the main speaker and country (replace the example given), as well as the Study Committee and the date of the meeting
- Save the file with a new name, according to the following syntax:  
**A1\_PS1\_Q1\_Durand.ppt** (Study Committee, number of the preferential subject, number of the question, name of the main speaker)
- Delete slides 1 & 2 of guidelines, and complete the slideshow



- For further information,
    - See the Guide for discussion contributors at <http://www.cigre.org/Events/Session/Session-2014>
  - Reminder
    - A contribution should answer only one 'Question' from the Special Report
    - Time will be limited to about 3 minutes per contribution
      - 3 slides is a good target...
    - visual support (ppt or pptx file) and written version (Word format preferably – 1000 words maximum) must be sent at least 2 weeks in advance to the Special Reporter, Chairman and Secretary of the Study Committee concerned, to optimize the organisation of the meeting
      - There is no guarantee that contributions received after **August 11<sup>th</sup>** will be selected.
- Both versions (written version and visual presentation) will be included in the Session proceedings

*Thank you for your kind cooperation*



You may insert your country flag  
See on  
[http://en.wikipedia.org/wiki/Gallery\\_of\\_sovereign-state\\_flags](http://en.wikipedia.org/wiki/Gallery_of_sovereign-state_flags)  
(select PNG format, 200px).  
Delete otherwise.



# TITLE OF THE PRESENTATION

PS1/ Q1 P. DURAND (France)

Logo of your company on the first slide only

