



2018

## GROUP DISCUSSION MEETINGS - GUIDE FOR CONTRIBUTORS

PREPARE AND  
**PRESENT** YOUR  
CONTRIBUTION **TO**  
**THE AUDIENCE!**

**SEE OUR SESSION AGENDA**

PARTICIPATE TO  
THE DISCUSSION  
GROUP MEETINGS

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GRAND  
AMPHITHEATRE  
ROOM HAVANE  
BORDEAUX  
BLEUE

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OPEN TO ALL  
DELEGATES

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FROM TUESDAY  
TO FRIDAY

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16 STUDY  
COMMITTEES  
INVOLVED

CIGRE SESSION  
47

PALAIS DES CONGRES  
PARIS PORTE MAILLOT  
FRANCE

AUGUST 26-31, 2018

[www.cigre.org](http://www.cigre.org)



## CIGRE SESSION GUIDE FOR DISCUSSION CONTRIBUTORS

**Please read these instructions carefully**

### **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, “authors” is preferably used for Session papers); these 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 through the CIGRE website before the Session to all duly registered delegates only.

The Special Reports are available on the CIGRE website, [Session page](#). They are available to all.

Intended contributors should 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 should be sent in advance to Study Committees Chair Persons. They will also be part of ‘Session Proceedings’ - unless otherwise indicated by authors. Session Proceedings will be available to all delegates a few weeks after the Session- for downloading.

The Proceedings comprise, for each Discussion Group Meeting: the relevant Special Report, the written contributions and the visual supports to the discussions, the slides 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). For security reason, there will be no plug in possibility to the Palais des Congrès IT system the very day of the meeting. Contributions should have been sent to the Study Committee Chairman or Special Report an approved before the meeting.
- **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 should prepare their contributions and to send them in advance to the Study Committee Chairman and Special Reporter** - usually two weeks before the Session – so that the meeting could be prepared at the best. The Study Committee Chairman and Special Reporter will check all the proposals and notify acceptance to authors.

A contributor may be asked to modify his contribution and must then duly send the revised version.

Contributors should also meet Study Committee Chair Persons the day before the Discussion Group Meeting - usually morning and beginning of the afternoon – in rooms 233, 234, 235 and 237 on site at the Palais des Congrès for a final check of contributions. Speaking time

and sequence for each participant will be also defined during this meeting. No show means no presentation during Group Discussion Meeting.

**Contributions received later or handed on spot during the meeting with the Chairman may be not considered, due to the high number of contributions received in advance, or speaking time could be reduced. Intended contributors are strongly encouraged to read carefully Study Committees [Special Reports](#) on Cigre website for detailed information regarding the procedure.**

### **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 to present their Paper individually to delegates. Each author or co-author whose Paper has been selected for the Session should participate. It is the opportunity for authors and Delegates to meet at the Session for interesting and lively discussion 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 specific guide for Poster Sessions is available to authors on the Cigre website on [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. These instructions are then mentioned in the [Special Reports](#), which are duly posted on the Cigre website before the Session.**

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 at least two weeks before the Session as indicated above

- 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 2<sup>nd</sup> floor during the Session. It will serve the following purposes: information regarding Session Papers process and Poster Sessions, supply of stationery required for last minute preparation, 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: PDF. 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 template for your slides.

**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.



# APPENDIX 1

## written version template

NAME :  
COUNTRY :  
REGISTRATION NUMBER :

SC REF. :  
Pref. Subject :  
QUESTION N° :

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Start typing here your contribution

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# CONTRIBUTION TEMPLATE SLIDES

- 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\_Name.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](#) on Cigre website
- 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 7<sup>th</sup>** will be selected.

***Please check this deadline: it might be different between Study Committees. More information is available in Special Reports. [See on the Cigre website.](#)***

Both versions (written version and visual presentation) will be included in the Session proceeding

*Thank you for your kind cooperation !*

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



# TITLE OF YOUR PRESENTATION

PS Number and Question Number  
NAME (Country)

Logo of your company on the first slide only