

2020 GEORGIA TECH PROTECTIVE RELAYING CONFERENCE AUTHOR'S GUIDELINES FOR FORMAT, SUBMISSION AND PRESENTATION OF PAPERS

IMPORTANT DATES

- Feb 20, 2020** **Author form (includes 100-word paper summary)**
uploaded to author's website.
- March 12, 2020** **Preliminary paper** and **slides** to session chair either via email or uploaded to author's website. If using the author's website, email the session chair to inform the session chair that the documents have been provided (check agenda for the session chair if he/she has not yet contacted you). Please see the end of this document for a list of committee members and email addresses.
- April 3, 2020** **Final paper** in pdf format uploaded to author's website.
- April 15, 2020** **Final presentation** (Power Point presentation) uploaded to author's website in PDF and Power Point formats (note Power Point versions will be only used for display at the conference and will not be included in conference proceedings. Only the PDF version of the presentation will be included in the conference proceedings).
- April 29-May 1, 2020** **Conference dates**
Bring a copy of your presentation to conference on memory stick.

The following guidelines are for authors who are preparing to present a paper at the Georgia Tech Protective Relaying Conference.

TIME FOR PAPER

The time allocated for each **full paper presentation** at the conference is 35 minutes (25 for presentation plus 10 for Q&A). It is expected that the oral presentation allow time for the Q&A period and audience discussion/participation. **Real World Experience presentations** are limited to 10 minutes and need to be presented by a **utility employee**.

CONTENT OF PAPER

The paper should emphasize the "why" or "how" more than the "what." Tell "why" or "how" a technique or scheme is applied to solve a problem. The paper should contain information of technical significance as opposed to commercial significance. Company specific and promotional data is not allowed and should not be included in the paper. Product names should not be used. Exercise your judgement and make every effort to avoid the appearance of commercialism or product promotion.

Your paper should be prepared for an 8-1/2" x 11" document. The margins should be 1 inch, top, bottom, left and right. The spacing, print style, etc. are left to the author's choice. It is recommended to use the IEEE format with 2 columns (<https://www.ieee-pes.org/images/files/pdf/pg4-sample-word-template-conference-paper.doc>).

PRESENTATION SLIDES

Prepare your presentation using Microsoft Power Point presentation software. An LCD projection system including IBM compatible PC with USB port will be located near the podium. The presentation slides should summarize the content of the paper and leave the details for the audience to read. Summarize the paper at the beginning, limiting introduction to only one or two slides and hold the attention of the audience by speaking impromptu. The IEEE Power Engineering Society guide for slides and overheads should be followed. For best time management, the presentation should contain no more than **25 slides**.

The session chairperson will limit the presentation to the allotted time. A signal will be given to the speaker 5-10 minutes prior to the end of the allotted time for the oral portion. The remaining time is for questions and discussion from the audience.

A frequent complaint in the past was **busy** slides with too small printing and too much data. Therefore, talking slides should have a maximum of four or five lines. Try to use at least **20-point** font size, preferably in Arial font. It may be useful to note that conference attendance generally exceeds 250 in each session. Please avoid intricate equations on your slides and refer audience to your paper for equations. Graphs should be confined to a single graph per slide, with adequately sized labels. Since the conference is a technical forum, company specific and promotional data is not allowed and cannot be included on the slides. Exercise your judgement and make every effort to avoid the appearance of commercialism or product promotion.

Authors should avoid contrasting colors that bleed or blur along the edges when observed or photographed from a video display. Detailed plots and oscillograms generally have greater clarity when slides are made from a copy stand photograph of the printed image rather than the video display image. The default presentation software color schemes provided in the software package usually provide the best color and contrast.

ITEMS TO REMEMBER:

- ✓ Embed true-type fonts in presentation and pdf files.
- ✓ Check videos if embedded in presentation.
- ✓ No company logos or names in paper or presentation.
- ✓ If in dual screen mode, use mouse to point instead of pointer so it will show on both screens.
- ✓ **Please bring a copy of your presentation in Microsoft Power Point format on USB Drive and give to your session chair 30 minutes prior to the paper session. Please embed true type fonts within the saved presentation.**

SUBMITTING PAPER TO THE CONFERENCE

A draft copy of your paper and slides should be sent to your session chair for comments prior to the **March due date.** This can be accomplished by either sending them via email to the session chair or uploading the documents to the author's website. If the documents are uploaded to the author's website, please email the session chair to let him/her know that the documents are available. Authors that do not submit both the paper and slides for review and acceptance by the session chair may be replaced with an alternate paper.

To ensure that your paper will appear in the conference proceedings, it will be necessary to fill out the Author Form, which includes a 100-word paper summary, and upload this form to the author's website.

When saving a pdf file, please make sure to select PRINT conversion setting in Adobe Acrobat and embed all true-type fonts.

Note that authors can update any file on the author's website as needed.

Any questions you may have concerning the papers or other aspects of the conference may be addressed to **Ms. Janine Lyn** at 404-894-2964 (Janine.lyn@ece.gatech.edu).

CONFERENCE PROCEEDINGS

All registered attendees will be provided a link to download the conference proceedings. Papers and presentations will be provided in PDF format. If you encounter difficulties uploading files to the author's web site, you may contact **Ms. Janine Lyn** at 404-894-2964 (Janine.lyn@ece.gatech.edu).

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