

CIGRE SC B5 COLLOQUIA AND DISCUSSION SESSIONS GUIDE FOR DISCUSSION CONTRIBUTORS

1. INTRODUCTION

SC B5 Colloquia and Discussion Sessions are run with the “Special Reporter” system, i.e. selected papers are not presented individually by authors, 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 in the Discussion Sessions. If authors do wish to present their paper at the Session, they may do so using the "poster session" facilities that may be made available for them.

The present instructions are intended for Delegates who plan to contribute to the discussions; they are to be observed to ensure high quality exchanges.

These guidelines take into account the following:

- The set of Session papers is sent out or made available to all duly registered delegates before the Session.
- The Special Reports are posted on the CIGRE website or the Colloquium website and are on free access to everyone.
- Contributions to the discussions are presented orally by their author, with a visual support.

The contributions are afterwards recorded in ‘Colloquium or Session Proceedings’ forwarded to all delegates some time after the Session. This implies that the contributors must have to prepare two versions of their contribution, one “oral version” and one “written version”.

The Proceedings comprise, for each Preferential Subject: the relevant Special Report, the contributions to the discussions and the relevant General Report drawn up after the Session which reports on the discussions and gives conclusions.

2. GUIDELINES FOR THE DISCUSSIONS

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Discussion Sessions are run as follows:

- **Introduction by Chairman**
- **Presentation of Preferential Subject 1** - At the opening of each discussion session, the Special Reporter presents a summary of his report and the questions he has posed.
- **Prepared contributions relevant to the subject** - The SC Chairman will then invite contributors to come forward, in turn, to make their contributions. Their submitted slides will have been preloaded on to one laptop PC by the SC Secretary for projection in the meeting room and contributors can either run the slides themselves or the SC Secretary will run them. This arrangement allows a speedy and efficient running of the discussion, where there are usually a large number of contributions. The SC Secretary displays slides showing each question in turn, with a running schedule for those individuals who have arranged in advance to make prepared contributions in response to the question.
- **Spontaneous written contributions, if any** – In colloquia sessions, there will be some opportunities for written spontaneous contributions to be made in real-time using the internet, simultaneously with the prepared contributions. At such times, the Reporter will collect contributions submitted by delegates using their laptops, tablets, cell phones, etc, to a specific collaboration website available on site.
- **Spontaneous oral contributions, if any** - At the Chairman's discretion and depending on available time and degree of delegate reaction, there will be some opportunities for spontaneous contributions to be made from the floor, after the prepared contributions. At such times, the Chairman will individually invite contributors to speak into a microphone (fixed or moving) and they should state their name and country and make their contribution.
- **Discussion summary** - During each preferential subject discussion session the Special Reporter will make an on-line power point summary of the discussions and he will use them to present a short summary of the discussions at the close of the session.

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

3. CONTRIBUTIONS

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Delegates are advised to prepare their contributions and to send them in advance, at least one week before the beginning of the Session: it is more efficient for the organization of the meeting and delegates will gain the guarantee to have their contribution selected.

Contribution Preparation

A contribution is to answer only one 'Question' from the Special Report.

The time is limited to 3-4 minutes per contribution so as to accommodate a large number of speakers.

The following advices are appropriate to speakers:

- 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 difficulty for interpreters. The oral presentation should give the main points and conclusions; there is not enough time for a full text to be delivered.

Projection Material

Video projectors will be available in the Colloquium conference room.

Powerpoint templates may be supplied by the colloquium organization.

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.

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- Use of colors: generally, warm colors are used for emphasis, cold colors to point to a negative aspect when drawing comparisons.
- Logos: No logo should be shown by people making contributions in the name of CIGRE (Chairmen, Secretaries, Conveners, Reporters, etc.). For other contributions Company logos or names may appear but their size should not be more than 5% that of the diagram or figure shown.

Prepared contributions

They are drawn up in advance, and coordinated with the Special reporters and Chairmen. Contributions should be made based on a submitted power point slide set following a standard template and a text formatted according to the Appendix.

Contributors will be required to meet with SC Chairman, Special Reporter and SC Secretary at times and date to be announced, to review/discuss their contributions and to agree their time slots. It is hoped that paper authors will also make contributions. Contributions should be kept as short as possible, but contributors will be offered at least 2 minutes per contribution.

Instructions are as follows:

- All prepared contributions and visual support (PPT presentations) should be sent in advance to the SC B5 Secretary and Special Reporter concerned, by email, for their early information and to allow the Special Reporter to respond if necessary.
- Contributions received more than a week before the beginning of the Colloquium 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 Session, authors of prepared contributions meet with the SC B5 Chairman, Secretary and the Special Reporter. Texts and supports will be checked for legibility and speaking time will be set.
- At the meeting with Chairman, Secretary and Special Reporter the contributors are required to hand the following:
 - The electronic file of the visual support of their contribution, for uploading



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- The text file of the contribution to be included in the Session Proceedings. If amendments have been required on the contents of the contribution, the file will be handed later.
- A paper copy of the presentation, for possible use by the interpreters. (An extra paper copy, if available, may be handed to the Chairman).

Spontaneous contributions

In this case no preliminary information to Chairman is required: Contributors are expected to take the floor if and when Chairman calls for oral spontaneous contributions, or to freely submit them in written form on the on-line collaboration available on site.

4. COLLECTION OF THE CONTRIBUTIONS/PROCEEDINGS

Within one month after the Session, the special reporter will issue a short 4-page summary of the discussion for publication by SC B5 on the Proceedings. The Proceedings includes an Index from which readers can access every contribution.

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. A “stand-alone” visual support (PPT file) would not be accepted in the Proceedings.

Handling of contributions

The files of the contributions (in written language) should be handed in to the Chairman and Secretary, if possible when the delegate meets the Chairman, the day before the Session.

Prepared contributions which were not ready (an amendment may have been requested), have to be sent to the Chairman and Secretary (by e-mail) within a maximum delay of 2 weeks after the Colloquium. Past this delay no contributions will be inserted in the Proceedings and the name of the author of a missing contribution will be deleted from the List of Contributors.



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Spontaneous contributions are drawn up afterwards and the file is to be sent to the Chairman, within the same delay of 2 weeks; passed this delay no contribution will be recorded.

Colloquium Session Technical Secretariat

A Technical Secretariat office will be available and will serve the following purposes: information, supply of stationery required for last minute preparation, photocopies, distribution of Daily Summaries of discussions.

Specifications

a) For prepared contributions

- length: 1000 words maximum
- Text: Font size 12
- Format: preferably Microsoft Word document (no Power Point accepted). Identification of the file: name of contributor, question (PS, number), as shown on the appended sample.
- Illustrations: in the body of the text, same file
- Name, country and registration number of speaker to be mentioned in the top left hand corner of each page of text. Preferential Subject number and Question number should appear in sequence (sample page in Appendix). All pages of a contribution should be numbered.

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 Session and by the Special Reporters. In the Proceedings the files will be recorded following the chronological order of their delivery.

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DISCUSSION CONTRIBUTION

NAME :

COUNTRY :

REGISTRATION NUMBER :

PREFERENTIAL SUBJECT :

QUESTION N° :

Start typing here your contribution