



## CIGRE SESSION GUIDE FOR DISCUSSION CONTRIBUTORS

Full information for the preparation of contributions to the Session is also available on the CIGRE website: [www.cigre.org](http://www.cigre.org)

- Special Reports, Special Reporters' email addresses, place and date of meetings with Chairmen and Special Reporters, Technical Secretariat, sample page for contribution can be found on our website ([click for a direct link](#))
  
- Dates of the Discussion group meetings are given on the Programme - Technical Meetings in the General Programme-

### INTRODUCTION

CIGRE 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 Group Meetings.

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 available for uploading through the Cigre Website for 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 their author, with a visual support.

The contributions are afterwards available for uploading through the Cigre Website for all delegates some time after the Session. This implies that the contributors may have to prepare two versions of their contribution, one “oral version” in Power Point format for the technical meeting and one “written version” in WORD format preferably for the Session proceedings. Visual supports as Power Point will not be accepted for the proceedings.

The Proceedings comprise, for each Discussion Group Meeting: 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 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:** Video projectors are available in the four main conference rooms at the Palais des Congrès (Salle Bleue, Salle Havane, Le Palais, Salle Bordeaux). No overhead projectors will be used.

### **-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 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 but their size should not be more than 5% that of the diagram or figure shown.

## 2. CONTRIBUTIONS

**Delegates are advised to prepare their contributions and to send them in advance**, at least two weeks 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.

### 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 support (PPT presentations) are preferably sent in advance to the Special Reporter concerned, by email, for his early information and to allow him to respond if necessary.

Earlier contributions received 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 (**see our website page Session 2012 for room n°**). Texts and supports will be checked for legibility and speaking time will be set.
- At the meeting with Chairman and Special Reporter the contributors are required to hand the following:
  - The electronic file of the visual support of their contribution, for uploading.

- The file of the contribution to be included in the Proceedings. If amendments have been required on the contents of the contribution, the file will be handed later (cf 3)
- A paper copy of the presentation to be handed to the Chairman.

## **2.2 Spontaneous contributions**

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

## **3. COLLECTION OF THE CONTRIBUTIONS /PROCEEDINGS**

The Proceedings available from the Cigre website include an Index from which readers can access every contribution using the following path: 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. A “stand-alone” visual support (PPT file) would not be accepted in the Proceedings.

### **• Handing in of contributions**

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

Prepared contributions which were not ready (an amendment may have been requested), have to be sent to the Chairman ( CD or e-mail) 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 author of a missing contribution will be deleted from the List of Contributors.

Spontaneous contributions are drawn up afterwards and the file is to be sent to the Chairman, 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 in the General Programme of the Session) will serve the following purposes: information, supply of stationery required for last minute preparation, photocopies,... distribution of Daily Summaries of discussions.

- **The files should be on a CD**, one CD per Group Meeting as each Chairman must keep all the contributions relevant to his Group Meeting or on a memory stick.

**Specifications:**

**a) For prepared contributions**

- Length: 1000 words maximum
- Text: Font size 10
- Format: preferably PDF (no Power Point accepted). Identification of the file: group, Preferential Subject, question number, name of contributors - see lay-out below :

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- 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. Group, Preferential Subject, 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.

**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.



## APPENDIX 1

NAME :

COUNTRY :

REGISTRATION NUMBER :

GROUP REF. :

Pref. Subject :

QUESTION N° :

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Start typing here your contribution

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