Guidelines for Speakers

DEADLINES – NO EXTENSION POSSIBLE

- The full paper and the signed & scanned copyright form must be submitted until **28 March 2022** via the online submission platform: https://conference-service.com/hybridworkshop2022/
- **One author** per paper **must register** for the workshop. As a speaker you are eligible for a special reduced registration fee as long as you register by **28 March 2022**. After that date, the fee for "Speaker late registration" applies.
  To register, visit: http://hybridpowersystems.org/registration/
- Your presentation (.ppt /.pptx /.pdf) must be submitted between **29 March and 20 April 2022 in your account in** the online submission platform. Please bring updates of your presentation on a USB flash drive directly to the venue.

GUIDELINES FOR PREPARING THE PAPER

TEMPLATES AND DATA FORMAT

- Word and LaTeX templates are provided on the Online Submission Platform (see link below). The templates are based on the IEEE PES paper template but in the paper **format of DIN A4**. Please use these templates as basis for your paper.
- All templates and required forms are provided on the online submission platform:
  https://conference-service.com/hybridworkshop2022/
- Data format: Word (.doc /.docx in DIN A4) or PDF (600 dpi, open/without password protection). Images need to be of sufficient quality for printing.

MINIMUM NUMBER OF PAGES

- The full paper of a speaker must have the minimum number of pages: **3**

ORTHOGRAPHIC NOTE OF THE EDITOR

In order to harmonise the different versions for the proceedings we kindly ask you to use the following spelling versions:
- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title.

GRAPHICS

- The manuscript's graphics should have resolutions of 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for colors.
- Graphics should be inserted into the manuscript file rather than using copy and paste.
- Do not link to a graphic but insert the graphic into the manuscript instead.

FONTS

- The manuscript must use fonts that allow embedding and subsetting (including the base fonts)
- Failure to embed and subset fonts is the biggest obstacle to prepare a proper printable PDF file.
- All Type 1 fonts are embeddable. Only some TrueType fonts are embeddable.
- Do not embed fonts in a graphic file.

REQUIREMENTS FOR CREATING PDF FILES

- DO NOT use password protection in the PDF file.
- All fonts, including the standard (base) fonts, must be embedded and subsetted in the PDF.
- In "Settings -> Job Options -> Compression" of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.

GUIDELINES FOR PREPARING THE PRESENTATION

- You can use your own company layout for the Powerpoint presentation
- For your presentation please use an **aspect ratio** of **16:9**
- Your presentation (.ppt /.pptx /.pdf) must be submitted between **29 March and 20 April 2022** in your account in the online submission platform. Please bring updates of your presentation on a USB flash drive directly to the venue.

LIVE OR SIMULIVE? – IF YOU PRE-RECORD YOUR PRESENTATION

- You may give your presentation online live or pre-recorded.
- You are expected to join the Q&A panel live at the end of each session.
- Please stick exactly to the length of presentation as indicated in the workshop agenda.
- Files of pre-recorded presentations should have the format of mp4.
- Videos can be uploaded until **20 April 2022** into this upload folder.

FURTHER INFORMATION

REGISTRATION

- As a speaker you are eligible for a special reduced registration fee as long as you register by **28 March 2022** here
- To register, access your account in the Online Submission & Registration Platform:
  https://conference-service.com/hybridworkshop2022/
  Left menu » Your Account » Event Registration
- **One** author per paper needs to register for the workshop, **only one** author per paper is entitled to the reduced fee.
- Please indicate your **submission ID** in the registration (see notification email for your submission ID) - Example: **HYB22_012**

PRELIMINARY WORKSHOP AGENDA

- A schedule/overview of the whole workshop as well as the detailed agenda is published here:
  http://hybridpowersystems.org/agenda
- The workshop agenda will be updated regularly and changes can occur until the start of the event, so please make sure to check it from time to time before making your travel and accommodation reservations for Madeira.

INTRODUCE YOURSELF TO THE SESSION CHAIR – SUBMIT SHORT CV

- Please introduce yourself to the chair of your session so that they can use these lines to introduce you to the session participants. Remember to keep it short.
- The Online Submission & Registration Platform https://conference-service.com/hybridworkshop2022/ provides a form for some lines of your CV: *Left menu » Your Account » Authors' Corner » Submit Speaker CV*.

SHOW YOUR FELLOW PARTICIPANTS WHO YOU ARE – UPLOAD YOUR PHOTO FOR THE WORKSHOP WEBSITE

- The Online Submission & Registration Platform https://conference-service.com/hybridworkshop2022/ provides an upload button for your photo for the publication on the Workshop website and the introductory session slides:
  Left menu » Your Account » Authors' Corner » Upload Speaker Photo.
- Format requirements:
  - head shot
  - preferably in the size of 250 x 250 px (or other square)
  - .jpg, .png or any of the popular photo file formats