Important Dates:

|  |  |
| --- | --- |
| February 2, 2017 | Preliminary paper to session chair (check the web page for the session chair if he/she has not yet contacted you). |
| February 19, 2017 | Final paper in pdf form to conference coordinator  ([s-loe@tamu.edu](mailto:s-loe@tamu.edu)). |
| March 14, 2017 | Email author information, biography and summary of paper form to conference coordinator  ([s-loe@tamu.edu](mailto:s-loe@tamu.edu)) and session chair. |
| March 21, 2017 | Preliminary presentation to session chair (check the web page for the session chair if he/she has not yet contacted you). |
| March 25, 2017 | Final presentation PowerPoint presentation to session chair and conference coordinator  ([s-loe@tamu.edu](mailto:s-loe@tamu.edu)). |
| April 3-April 6, 2017 | Conference Dates (bring with you backup presentation to conference on memory stick) |

The following guidelines are for authors who are preparing to present a paper at the 2016 Texas A&M Protective Relaying Conference.

#### TIME FOR PAPER

The time allocated for each paper at the conference is typically 30-40 minutes; 25-30 minutes for presentation + discussion and Q&A time.

#### 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 be avoided when possible. Exercise your judgement and make every effort to avoid the appearance of commercialism or product promotion. Please include biographical sketch of all authors on last page of paper.

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 (http://www.ieee-pes.org/images/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 CD ROM, and USB port, will be located near the podium.

The presentation slides should summarize the content of the paper; 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 **20 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 300. 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 name in paper. Logo allowed on the title slide only.
* If in dual screen mode, use mouse 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 persion 30 minutes prior to the paper session. Please embed true type fonts within the saved presentation.

### SUBMITTING PAPER TO CONFERENCE

A draft copy of your paper and slides should be sent to your *Session Chairperson* for comments. Chairperson addresses, phone and e-mail are listed in the attached tentative program. Authors that do not submit both the paper and slides for review and acceptance by the Session Chairperson may be replaced with an alternate paper.

To ensure that your paper will appear in the Proceedings, it will be necessary to e-mail (in PDF format) paper and presenter’s biographical sketch to Texas A&M. A brief biographical sketch of all authors should be included on the last page of the paper. The paper should be e-mailed to the address below:

Sharon Loe

Texas A&M University

238 Wisenbaker Engineering Research Center

TAMU 3128

College Station, TX 77843-3128

979-845-7912

[s-loe@tamu.edu](mailto:s-loe@tamu.edu)

When saving the pdf file, please make sure to select PRINT conversion setting in Adobe Acrobat and embed all true-type fonts. Authors submitting papers after the deadline will be required to bring 350 copies (3-hole punched and stapled) to the conference for handout.

Any questions you may have concerning the papers or other aspects of the conference may be addressed to Sharon Loe at 979-845-7912 ([s-loe@tamu.edu](mailto:s-loe@tamu.edu))

### CONFERENCE PROCEEDINGS CD

A CD of the Conference Proceedings will be generated. Papers submitted in PDF format will be included on the CD. If you would like to have your presentation slides included on the CD, provide your slides in Microsoft Power Point format. Send file to Sharon Loe at [s-loe@tamu.edu](mailto:s-loe@tamu.edu).

##### AUTHOR INFORMATION FORM

###### PLEASE RETURN BY MARCH 14, 2017

A no-charge registration will be provided to the presenter of a technical paper. The presenter must register for the conference. In case of a paper with multiple authors, only one registration fee per paper will be no-charge, i.e. for the person who is designated as the presenter of the paper.

AUTHOR(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE OF PAPER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENTER OF PAPER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENTER COMPANY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENTER TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE & TIME OF PRESENTATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION / SESSION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHOR MAKING PRESENTATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SESSION CHAIRPERSON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(check conference program)

Summary of Paper (Abstract acceptable if less than 100 words):