

## Important Dates:

August 24, 2018	Paper abstracts due. Upload them using the <a href="#">online submission portal</a> .
March 11, 2019	Final paper and <a href="#">copyright form</a> due in pdf format, upload using your submission account.
March 18, 2019	Final Presentation due in Power Point and PDF format, upload using your submission account.
March 25–March 28, 2019	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 2019 Texas A&M Protective Relaying Conference.

## Paper Specifications

### 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.**

### FORMAT AND STRUCTURE

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, as these papers will be published by IEEE following the conference.

Additional formatting instructions regarding file set-up, font, special characters, graphics, and tables can be found [here](#).

An IEEE approved template can be found [here](#).

### INSTRUCTIONS FOR SUBMITTING

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

You must submit an [IEEE copyright form](#) in addition to your paper. Final papers will not be accepted without an accompanying copyright form. Each paper only requires one copyright form.

## Naming Files

PDFs must be named with the title of the paper\*, using underscores ( \_ ) to separate words, not spaces. For example, a paper titled “Protective Relaying Paper” would be named “Protective\_Relaying\_Paper.pdf”

\*You may abridge your paper title for file naming purposes, but please include at least the first 3 words of your title

Copyright forms must be filled out and saved as a PDF. Name the completed form the title of your paper, preceded by “Copyright\_”. For example, if your paper were titled “Protective Relaying Paper” your copyright form would be saved as “Copyright\_Protective\_Relaying\_Paper.pdf”

Your final paper and copyright form are due by March 11, 2019.

## Presentation Specifications

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. Commercialism or product promotion is not allowed in presentations.

Authors should avoid contrasting colors that bleed or blur along the edges when observed or photographed from a video display. Detailed plots and waveforms 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.

Your final presentation is due by **March 18, 2019**.

**Please bring a copy of your presentation in Microsoft Power Point format on USB Drive and give to your session chairperson 30 minutes prior to the paper session. Please embed true type fonts within the saved presentation.**

**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. No logos allowed in presentation.
- ✓ If in dual screen mode, use mouse instead of pointer so it will show on both screens.

## **At the Conference**

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

## **After the Conference | Proceedings**

Following the conference, papers and presentations will be posted in the archives of the Conference for Protective Relay Engineers website. In addition to this, conference papers will be published through IEEE.