

# TEXAS A&M UNIVERSITY

MARCH 22–25, 2021

74th Annual (Virtual)

# Conference for Protective Relay Engineers

## IMPORTANT DATES

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|-------------------------------------|---|
| <b>February 1, 2021</b>             | Presenter information due. Complete the appropriate presenter information fields using the <b>online submission portal</b> .  |
| <b>March 5, 2021</b>                | Draft PowerPoint Presentations due to your session chair for comments.  |
| <b>March 12, 2021</b>               | Final paper and copyright form due. Final Presentation due in PDF format. Upload your paper and presentation using the <b>online submission portal</b> . You will receive an email with a link to complete your electronic copyright form |
| <b>March 22–<br/>March 25, 2021</b> | Conference Dates. <b>Presentations will be delivered live during the conference.</b>  |

## PAPER SPECIFICATIONS

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 judgment 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.

Final papers will not be published by IEEE without an accompanying copyright form. Each paper only requires one copyright form and you will be emailed a link and credentials to access and complete your 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

Your final paper and copyright form are due by March 12, 2021.

## **PRESENTATION SPECIFICATIONS**

Prepare your presentation using Microsoft Power Point presentation software.

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.

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 Power Point presentation is due by March 12, 2021.

### **ITEMS TO REMEMBER**

- Embed true-type fonts in presentation and PDF files.
- No company logos or name in paper. No logos allowed in presentation.

### **AT THE CONFERENCE**

The time allocated for each paper at the conference is 30-35 minutes. Presenters will present live online in their paper sessions and participate in a Q&A immediately following their presentation.

### **AFTER THE CONFERENCE | PROCEEDINGS**

Following the conference, papers and PDF 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.