

2020 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE

AUTHOR'S GUIDELINES FOR FORMAT AND PRESENTATION OF PAPERS

The following guidelines are for author's who are preparing to present a paper at the 2020 Georgia Tech Fault and Disturbance Analysis Conference. **The FDA conference is being held from April 27 to April 28, 2020 to avoid conflict with other events.** There will be no CD-ROMs or other paperwork containing the presentations available during the Georgia Tech FDA conference. All submitted papers and Microsoft® PowerPoint® material will be available on the Georgia Tech website during the time of the conference or shortly thereafter.

NOTE: Please return ACKNOWLEDGEMENT SHEET (last page) no later than January 31, 2020

ABSTRACT and PAPER PRESENTATION UPLOAD/REVIEW PROCESS

ABSTRACT UPLOAD PROCESS

The initial Abstract submission is accomplished using the procedure on page #2 of 9 to access the Georgia Tech FDA website at http://www.ap-concepts.com/2020_FDA/openconf.php by first selecting the {Make Submission} feature shown on the next page where the following info must be entered; Paper Submission Title, Author(s) contact information including an email address, short abstract, paper keywords, password selection, Topic Areas for the paper and be sure to check the Consent box. Authors will then be provided via an email from Georgia Tech with a **Submission ID** number for future uploads and paper corrections to be used in combination with the author's selected password.

PAPER UPLOAD and REVIEW PROCESS

During the week of **March 2-6, 2020** that occurs eight weeks prior to the **27 April 2020** starting date of the FDA Conference, Authors are reminded to upload the preliminary copy of their accepted paper and Microsoft® PowerPoint® or other TRUC/GaTech conference properly formatted presentation to http://www.ap-concepts.com/2020_FDA/openconf.php. Authors should have clicked on the **{Make Submission} field only once when first registering and submitting an abstract.** Afterwards they must click on the **Upload File** link to upload revised papers, presentations and/or biographies any number of times. Each time they re-upload a file, the previous one in the same category (paper, presentation, etc.) is automatically deleted.

Also, if an author forgets his/her password the system can automatically send an email to the author with password recovery information

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Upon again accessing the Georgia Tech website; click **only** the **Upload File** link (shown below)

2020 Georgia Tech Fault and Disturbance Analysis Conference

OpenConf Peer Review & Conference Management System

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Reviewers:

Next select the appropriate “**Upload Type**” Note: Four (4) options are available: Paper (PDF), Presentation, PresentationPDF or Biography.

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Next click on the **Browse** button to navigate to the file to be uploaded. Note that the uploaded file format must be as follows:

Paper → PDF format
Presentation → PPT, PPTX or PDF format
Biography → PDF format

Enter your original submission ID number and password. (See figure below).

Finally click on the **Upload File** button to complete the operation.

2020 Georgia Tech Fault and Disturbance Analysis Conference

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Upload File

Upload Type:
Submission ID: ([forgot ID?](#))
Password: ([forgot password?](#))
File: **Format:**

File limit is 128MB. If your file is larger, leave the File field empty and contact the Chair.



Both the preliminary and subsequent papers with power point submissions will be reviewed by the assigned Session Chairperson or Vice-Chairperson. You will be notified by your Session Chairperson or Vice-Chair if there are any questions or issues related to your paper and/or power point presentation that require correction, deletion or modification, or if everything submitted is approved.

TIME FOR PAPER

The time allocated for each paper at the Conference is stated in the program. It is expected that the oral presentation of the paper be completed 10 minutes prior to the allocated time. The remaining 10-minute period will be used for questions and/or discussions about the paper presentation and the changing of presenters.

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CONTENT OF PAPER

The paper should emphasize more of the "why" and/or "how" more than the "what." Tell "why" or "how" a technique or scheme was applied to solve a problem. The paper should contain information of technical significance as opposed to commercial significance. **Vendor product names, promotional material and logos within the presentation must be avoided** as this has prompted numerous complaints from conference participants during previous conferences.

PRESENTATION

It is recommended that your presentation be prepared on a TRUC/GaTech approved Microsoft® PowerPoint® or other approved TRUC/GaTech formatted document.

Total time limit for each presentation is 40 minutes which includes 10-minutes for Q&A and changing of the presenters. As a presenter you need to be aware of the countdown timer so that you don't go into overtime. The timer counts down from 35 minutes and turns yellow with five minutes left and turns red with two minutes left for your presentation to be concluded. Thereafter, questions will be entertained from the conference participants. Any time overruns with questioners from the audience should be handled by conversing offline with the audience participants/questioners.

Summarize the paper at the beginning; Hold the attention of the audience when possible by speaking impromptu. The session chairperson will limit the presentation to the allotted time for the paper. A signal will be given to the speaker 10 minutes prior to the end of the allotted time.

Should there be any last-minute changes to your Microsoft® PowerPoint® or other approved TRUC/GaTech formatted document presentation prior to your time to speak at the FDA conference, please bring a CD, USB drive or your laptop computer loaded with your presentation software to be loaded onto the Georgia Tech computer in the conference room. Assistants can help you to use any of the available media of your choice.

Always remember to bring a paper copy (preferably color) of your presentation to be used for a backup if all other presentation equipment cannot be used. Georgia Tech facilities have the opaque overhead projector capability to project your presentation directly from paper copies.

SLIDES AND VISUAL AIDS

The FDA Conference is a technical forum. Therefore, with the exception of the first cover page of the power point presentation that can have one vendor company logo and company name alongside each author, **vendor specific promotional data, vendor product names as well as vendor logos must not be included anywhere else in the Microsoft® PowerPoint® slides.** Utility (non-vendor) users are authorized to include their logos throughout the power point presentation slides.

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The slides should summarize the content of the paper. The TRUC/GaTech template for the first cover page and other slides must be implemented. http://www.truc.org/fda_2020_ppt/

It is assumed that a Microsoft® PowerPoint® file will be used in your presentation. If other visual aids are required, please list your specific needs on the attached **Author Information Form** to be returned to Janine A. Lyn at the address shown on the following page by **March 2-6, 2020** that is eight weeks prior to the **27 April 2020** starting date of the FDA Conference.

In preparing your visual aids, it may be useful to note that conference attendance generally exceeds 100, and the conference room is relatively large. Projection is to an elevated screen at the center front of the room.

A frequent complaint in the past has concerned busy slides with very small printing and too much data. Therefore, talking slides should have a maximum of four or five lines. Graphs should be confined to a single graph per slide, with adequately sized labels for easy audience viewing.

Authors who are using presentation software for slides should avoid contrasting colors that bleed or blur along the edges when observed from a computer projection display. The default presentation software color schemes provided in the software package usually provide the best color and contrast.

Detailed plots and oscillograms generally have greater clarity when slides are made from a copy stand photograph of the printed image rather than the CRT image.

NOTE: Please bring a copy of your presentation in Microsoft® PowerPoint® format on CDROM or USB drive. If appropriate, please embed true type fonts within the saved presentation.

TRUC SESSION CHAIRPERSON OR AUTHOR SUBMITS LATE PAPER and MICROSOFT® POWERPOINT® PRESENTATION TO CONTINUING EDUCATION DEPARTMENT WITHIN THE 4-WEEK DEADLINE PRIOR TO FDA CONFERENCE COMMENCEMENT

Authors not submitting both the paper and power point presentation for review by the aforementioned deadlines and not receiving approval by the Session Chairperson or Vice-Chair may be replaced with an alternate paper.

To ensure that a late submission of a paper or power point will appear in the Proceedings; It will be necessary for the Session Chairperson to have approved your paper (in PDF format) and power point presentation (in PPT, PPTX or PDF format) so that both can be uploaded by the author to http://www.ap-concepts.com/2020_FDA/openconf.php or e-mailed as an original black & white or color copy of your paper, suitable for photocopying, and the presenter's biographical sketch to Georgia Tech (**email to: janine.lyn@ece.gatech.edu**) within the four-week timeframe of **March 30 to April 3, 2020** prior to the **27 April 2020** starting date of the FDA Conference. The brief biographical sketch of all authors should be included on the last page of the paper. Session Chair/Vice-Chair person(s) must be copied on all correspondence. The approved late paper submittal can also be mailed to the address below by the author(s) before the FDA conference commences:

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Conference on Fault and Disturbance Analysis

ATTN: Ms. Janine A. Lyn

School of ECE
Georgia Institute of Technology
Atlanta, Georgia 30332-0250

Phone: 404-894-2964, Email: janine.lyn@ece.gatech.edu

When submitting the paper in PDF format, please make sure to select the PRINT conversion setting in Adobe Acrobat and, if appropriate, embed all true-type fonts. Authors submitting final approved papers to the session Chairperson or Vice-Chair after the four-week deadline of March 30 to April 3, 2020 that is four weeks prior to the 27 April 2020 commencement of the FDA Conference will be required to bring a USB thumb drive or CD-ROM containing the previously approved paper and revised power point presentation to the FDA Conference for uploading to the GaTech computer and designated GaTech website for distribution to the conference attendees. Final revisions of the approved Paper and/or Power Point presentations to correct errors or offer clarifications may also be submitted by the author(s) during the FDA Conference, but prior to their scheduled presentation time.

Questions you may have concerning the papers or other aspects of the Conference may be addressed to Ms. Janine Lyn at 404-894-2964 (janine.lyn@ece.gatech.edu).

CONFERENCE PROCEEDINGS now without a CD

Starting with the FDA 2018 Conference, CD-ROMs containing hard copies of the papers and power point presentations will not be provided by Georgia Tech or the TRUC committee. All material presented at the FDA Conference will be made available from the Georgia Tech website sometime during the conference or shortly thereafter. The website location for downloading the conference papers and visually projected slide presentations will be revealed for all attendees to locate during the FDA conference.

The presentations schedule, conference area maps and public announcements concerning local facilities will still be available on distributed paperwork.

SOFT COPY PAPER FORMAT

The soft copy of your paper should be prepared on 8-1/2" x 11" sheets and printed on one side only. The margins should be 1 inch, top, bottom, left and right. The spacing, print style, etc., are left to the author's choice.

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SESSION CHAIRPERSON or VICE-CHAIR COMMUNICATIONS

The Chairperson or Vice-Chairperson for the presentation session to which you have been assigned will provide their e-mail contact information for you to use when communicating with them while they review your paper and the Microsoft® Power Point® presentation.

Copy and paste the following **REGISTRATION** into an e-mail for return to janine.lynn@ece.gatech.edu at the Georgia Tech Continuing Education Department and your Session Chairperson.

REGISTRATION

A discounted registration (50%) will be provided to the presenter of a technical paper (only one discount per technical paper). For this purpose, you should return a completed registration form marked "speaker." In case of a paper with multiple authors, only one registration fee per paper will be discounted, i.e. for the person who is designated as the presenter of the paper.

AUTHOR(S): _____

TITLE OF PAPER: _____

DATE & TIME OF PRESENTATION: _____

AUTHOR MAKING PRESENTATION: _____

SESSION CHAIRPERSON: _____

(check conference program)

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Your Brief Biographical Sketch: To save you time and trouble at the Conference, this information will be passed on to our Session Chairperson. This is in addition to the biographical sketch included at the end of your paper.

PLEASE RETURN BY January 31, 2020

Copy and paste the following **ACKNOWLEDGEMENT** into an e-mail for return to janine.lyn@ece.gatech.edu at the Georgia Tech Continuing Education Department and your Session Chairperson.

ACKNOWLEDGEMENT

PLEASE RETURN AS SOON AS POSSIBLE BUT NO LATER THAN:

January 31, 2020

AUTHOR(S): _____

TITLE OF PAPER: _____

We acknowledge receipt of our paper acceptance and we plan to present the paper at the 2020 Fault and Disturbance Analysis Conference

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Authors Requiring US Visa to attend Conference

If the author needs a letter confirming acceptance of his or her paper for presentation at the Fault and Disturbance Analysis Conference, please contact Dr. A. P. Sakis Meliopoulos via email at sakis.m@gatech.edu. If required, this request should be made soon after the author receives notice of acceptance of the paper for presentation and has confirmed his or her ability to travel to the conference in at the GaTech Convention Center in Atlanta, Georgia.

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