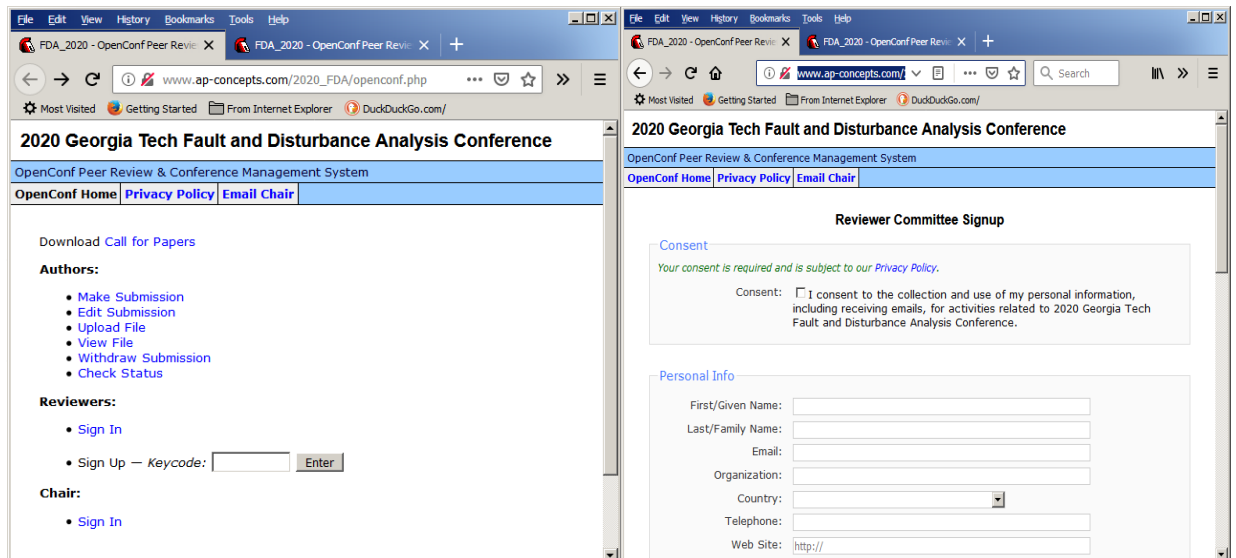**2020 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE
SESSION CHAIRPERSON DUTIES**

I. INTERACTION WITH AUTHORS PRIOR TO THE FDA CONFERENCE

- Authors should have already uploaded their Abstract to the Georgia Tech FDA website at **http://www.ap-concepts.com/2020_FDA/openconf.php** whereby they selected the {Make Submission} feature where the following info was entered; Paper Submission Title, Author(s) contact information including an email address, short abstract, paper keywords, password selection, Topic Areas for the paper and checking the Consent box. Authors were then 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. Authors can use the {Make Submission} feature **ONLY ONCE**. All subsequent submittals for everything must be accomplished using the **Upload File** link.

- After authors have accepted the invitation to present their paper at the FDA Conference, begin the process of prompting authors assigned to your session to submit a preliminary copy of the paper and a compressed copy of the software presentation (i.e. PowerPoint®) file or other TRUC/GaTech conference approved and formatted presentation.

- During the first deadline week of **March 2-6, 2020** that occurs eight weeks prior to the **27 April 2020** starting date of the FDA Conference, advise all authors assigned within your session to upload their accepted preliminary paper and Microsoft® PowerPoint® or other TRUC/GaTech conference approved and formatted presentation(s) to the Georgia Tech FDA Website using the **Upload File** link at **http://www.ap-concepts.com/2020_FDA/openconf.php**.

- Send the TRUC/GaTech template for the first cover page to the author(s).
  That template is located at **http://www.truc.org/fda_2020_ppt/**

- Session Chair/Vice-Chairpersons must create an account to sign up as Reviewers.
  Create account: http://www.ap-concepts.com/2020_FDA/openconf.php
  The key code for the 2020 review committee signup is: **3141592654**
  Sign in: http://www.ap-concepts.com/2020_FDA/review/signin.php

- Both the paper and the power point will be reviewed by the assigned Session Chairperson and/or Vice-Chairperson. Session Chairs login for review of the papers will be located at **http://www.ap-concepts.com/2020_FDA/review/signin.php**
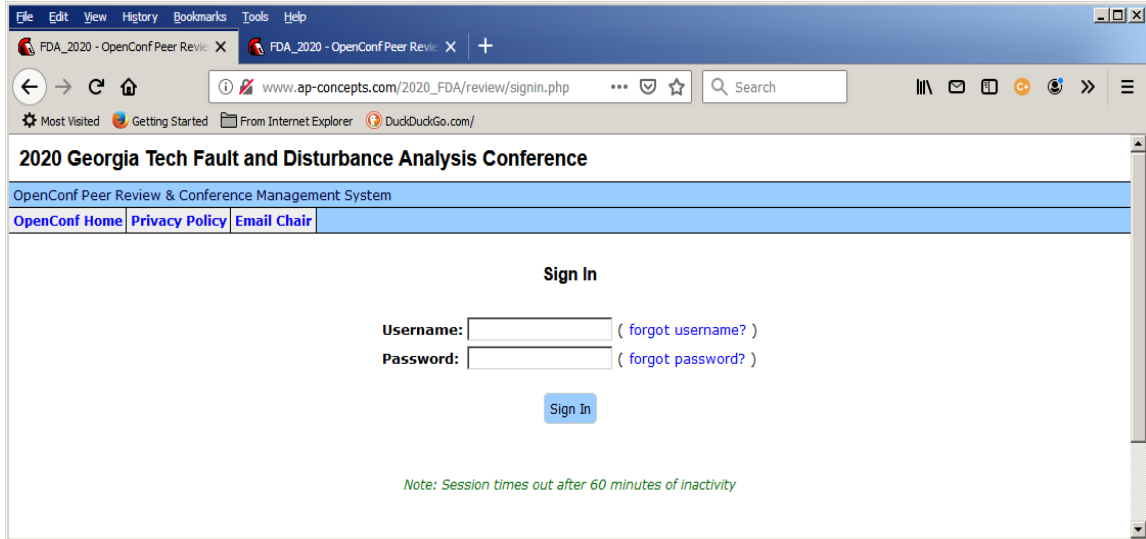
- Provide feedback to each author by five weeks (**March 23-27, 2020**) prior to the FDA conference starting date of **27 April 2020**. Check that all guidelines were followed. If not, advise the author where the changes are needed within the paper and also for the PowerPoint® presentations that must also be provided to you by the author(s).

II. TRUC SESSION CHAIRPERSON SUBMITS AUTHOR'S missing/late PAPER and MICROSOFT® POWERPOINT® PRESENTATIONS TO THE CONTINUING EDUCATION DEPARTMENT if required

- Authors not submitting both the paper and power point for review and approval by the Session Chair or Co-Chair may be replaced with an alternate paper.

- To ensure that an author's late approved paper or power point will appear in the Proceedings; It may be necessary in the author's absence, for the Session Chair or VIce-Chair to upload unsubmitted documents to the Georgia Tech FDA website or e-mail (in PDF format) an original black & white or color copy of the author's paper, suitable for photocopying, and the presenter's biographical sketch to Georgia Tech (**janine.lyn@ece.gatech.edu**) within the four-week timeframe (**March 30 to April 3, 2020)** prior to the **27 April 2020** starting date of the FDA Conference**. A brief biographical sketch of all authors should be included on the last page of the paper**.

Conference on Fault and Disturbance Analysis

ATTN: Ms. Janine A. Lyn

School of ECE
Georgia Institute of Technology
Atlanta, Georgia 30332-0250
Phone: 404-894-2764, Email: **janine.lyn@ece.gatech.edu**

III. SESSION MANAGEMENT

   A.   Introductions (Keep brief)

      1. Introduce paper subject and title
      2. Name the Authors
      3. Give biographical information on presenter of paper

   B. Presenter Time Management

      1. Keep presentations on schedule
      2. Advise each presenter to monitor the Timer Clock during their presentation
      3. Total time limit for each presentation is 40 minutes which includes 10 minutes for Q&A and changing of the presenters.
      4. The timer counts down from 35 minutes and turns yellow with five minutes left and turns red with two minutes left
      5. Signal presenter 10 minutes before allotted presentation time has elapsed
      6. Length of scheduled breaks will be used to keep presentations on schedule

   C. Discussion Questions

      1. Limit Q&A time to 10 minutes
      2. During the conference, should there be no questions from the audience after completion of the paper presentation, unless otherwise obviously not necessary, it might be helpful to use any previously prepared or spontaneous questions to prompt a discussion about the paper from the audience.
      3. Should a presenter exceed the time limits based upon a lengthy paper presentation and/or audience questions/comments, it will be necessary to suggest an offline discussion between the author and questioners, then move on to the next presentation to keep the FDA conference on schedule
      4. Direct questioners to microphones provided in the aisles or by a TRUC member

   D. Award Presentations

      Present awards to all authors on behalf of the Georgia Tech Continuing Education Department

   E. Announcements

      1. Beginning of First Session Announcements

         a. Location of rest rooms and nearby food service area
         b. Train station and taxi locations at main entrance to the GaTech Hotel
         c. Other facilities as deemed necessary to announce
         d. Location of Georgia Tech Hotel Cafeteria and nearby Restaurants

     e. Advise attendees about the contents of the conference handouts
          1) Best paper nomination paperwork
          2) Attendees critique of the conference proceedings
          3) Map of GaTech Hotel Vendor Conference Rooms

2. End of Last Scheduled Monday Morning Session Paper

    a. Best Paper award to be presented by GaTech's Sakis Meliopoulos

3. End of Last Scheduled Afternoon Session Paper

    a. Announce the session starting time for the **Display and Discussion of Actual Fault Records brought by participants** - Fault Record presentation session is open to anyone that has graphic records or other material that can be projected onto the big screen at the front of the conference room
    b. At the end of the **Display and Discussion of Actual Fault Records brought by participants**, advise all vendors that the **User Forum** will commence thereafter and as vendors, they must leave the conference room.
    c. Remind attendees to visit the Vendor suite presentations located within the various GaTech Hotel Conference rooms and hallways

4. Morning of Last Session

    a. Announce the next GaTech FDA Call for Papers and cutoff dates for submitting papers for TRUC committee review if known
    b. Provide transportation schedules if known and location of taxis and trains going to/from the hotel and airport if necessary

5. Afternoon of Last Session Announcements

    a. Remind attendees to visit the Vendor suite presentations located within the various GaTech Hotel conference rooms and hallways
    b. Advise daily hotel checkout time is 11 AM
    c. Taxis are always available outside the main entrance to the GaTech Hotel