

2025 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 https://www.ap-concepts.com/2025_FDA/openconf.php whereby they selected the {Make Submission} feature and the following info was entered; Paper Submission Title, Primary and Co-Author(s) contact information including an email address, short abstract, paper keywords, password selection, Topic Areas for the paper, checking the Consent box, etc. 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 will use the **{Make Submission}** feature. All subsequent submittals for everything must be accomplished using the **Make Submission** link.
- Be sure to request a reliable contact telephone number from the Authors assigned to your session as soon as possible.
- After the 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 copy of the software presentation (i.e., PowerPoint®) file or any other TRUC/GaTech conference approved and formatted presentation. PowerPoint® presentations are preferred for use at the FDA conference.
- Send the TRUC/GaTech approved template for the PowerPoint® presentation to the author(s).
That template can also be located at:
https://truc.org/wp-content/uploads/FDA_2025-GaTech-First-Page-PPT.pptx
- Prior to attending the FDA Conference, advise Authors they should endeavor to meet with their assigned Session Chairperson prior to presenting their paper. If the authors do not contact you directly, proceed to contact the authors while at the GaTech FDA conference prior to the time they present their paper. Should an author make any last-minute changes to their presentation, it must be confirmed that their revisions conform to the original Author guidelines. **Refer to the paper presentation reminders at the end of this document on page #7 of 7.**
- During the first deadline week that occurs eight weeks prior to the **5 May 2025** starting date of the FDA Conference, advise all authors assigned within your session to upload the latest revision of their approved paper and Microsoft® PowerPoint® or other TRUC/GaTech conference approved and formatted presentation(s) to the Georgia Tech FDA Website using the **Make Submission** link at:
https://www.ap-concepts.com/2025_FDA/openconf.php
- Session Chair/Vice-Chairpersons must first, **“Create an Account”** to sign up as Reviewers.
Create account: https://www.ap-concepts.com/2025_FDA/openconf.php
The Keycode for the 2025 review committee signup will be provided if needed.
- You must provide your email address and the Keycode. A confirmation email will be sent to the email address you provided when creating your **Reviewer Account**.
- The **Chair** link is not for reviewers or authors. It is only for the conference site administrator.

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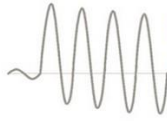
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2025, [FDA Chair](#)

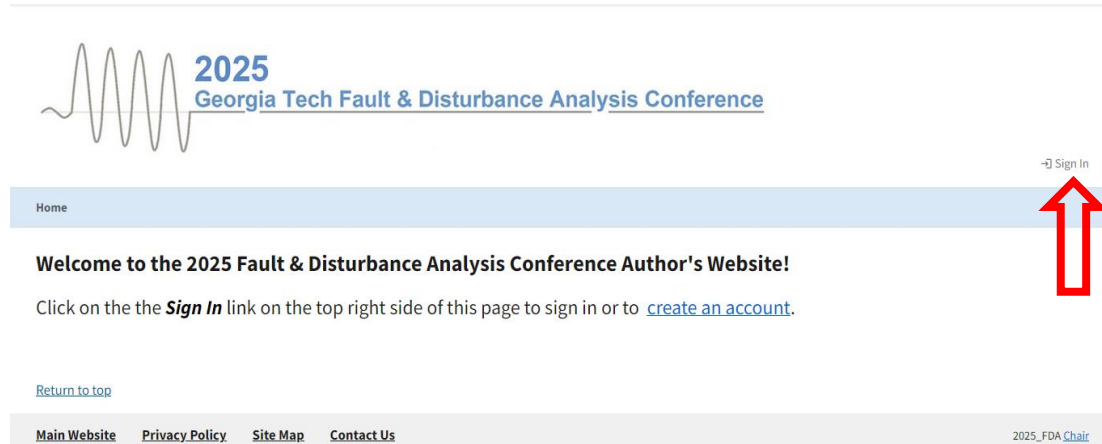
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SESSION CHAIRPERSON DUTIES

2025 Georgia Tech Fault & Disturbance Analysis Conference

- After creating the account, the Session reviewers can sign in using the following hyperlink: **Sign in:** https://www.ap-concepts.com/2025_FDA/openconf.php
Enter the previously created **Username** and **Password**. Click on “**Sign in**”



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- Both the paper and the PowerPoint® will be reviewed by the assigned Session Chairperson and/or Vice-Chairperson. Provide feedback to each author by five weeks prior to the FDA conference starting date of **5 May 2025**. Check that all guidelines were followed. If not, advise the author where the changes are needed within the paper and for the PowerPoint® presentations that must also be provided to you by the author(s). Refer to the **COMMERCIAL NOTES FOR PRESENTERS** section on page #7.

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](mailto:meka.wimberly@pe.gatech.edu) (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 (meka.wimberly@pe.gatech.edu) within the four-week timeframe prior to the **5 May 2025** 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

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**2025 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE
SESSION CHAIRPERSON DUTIES**

III. FDA CONFERENCE 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 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

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SESSION CHAIRPERSON DUTIES**

- 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**, should there be a **User Forum**; 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 or if none are there, they can ask the GaTech Hotel front desk personnel to call a taxi for them.

COMMERCIAL NOTES FOR PRESENTERS!!

USER PRESENTERS:

All “**User Presenters**” must still use the GaTech/TRUC approved PowerPoint®, but are authorized to include company logos, names, etc on each slide.

VENDOR PRESENTERS:

However, all “**Vendor Presenters**” must still use the GaTech/TRUC approved PowerPoint®, but are forbidden to display **Company Names, Trade Names, Product Names, Product Model Numbers, or Product pictures, or any material that can be construed as promoting a particular company or product!!** However, the first slide (only), in the vendor presenter’s PowerPoint® can have their company name/logo.

USER AND VENDOR PRESENTER REMINDER:

All PowerPoint® presentations must be submitted to the individually assigned Session Chair/Vice-Chair for approval **BEFORE** being presented. Be sure to contact your assigned Session Chairperson prior to making your presentation to reconfirm that your presentation is permissible as written. Be sure to have the telephone number of your Session Chair in case you have to make any changes to your presentation. Your assigned Session Chair/Vice-Chair person must approve any changes that may be made to your presentation prior to your assigned time to present your paper.

Once the FDA Conference has started for the day you are to present your paper, there will not be any changes allowed to your presentation. All presentations must be pre-approved by the session Chair or Vice-Chair and uploaded to the GaTech computer prior to the day of your session time.

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