

## 2026 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/2026\\_FDA/](http://www.ap-concepts.com/2026_FDA/) 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 by Authors for all documents 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. **NOTE: Be sure to open all web browsers in the full-screen mode.**

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 other TRUC/GaTech conference approved and formatted presentation. Microsoft® PowerPoint® presentations are preferred at the FDA conference. **If you are also an Author proceed to section II on page #4.**

Send the TRUC/GaTech approved template for the PowerPoint® presentation to the author(s). The FDA2026 PowerPoint® can also be automatically downloaded to the Reviewer's or Author's computer Download folder after clicking on the following hyperlink.

[https://truc.org/wp-content/uploads/FDA\\_2026-GaTech-First-Page-PPT.pptx](https://truc.org/wp-content/uploads/FDA_2026-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 #9 of 9.**

During the first deadline week of **20 February 2026** that occurs eight weeks prior to the **13 April 2026** 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: [http://www.ap-concepts.com/2026\\_FDA/](http://www.ap-concepts.com/2026_FDA/)

Session Chair/Vice-Chairpersons must first select **Sign In**, followed by selecting **“Create an Account”** to sign up as Reviewers. Once the Create an Account popup menu appears, enter your email address then enter the **Keycode**.

You must provide your email address and the Keycode. Confirmation emails will be sent to the email address you provided when creating your **Reviewer Account**. Check your email Inbox and Spam/Junk email folders to confirm that you received the emails. You must click on the provided hyperlink that is included within the received email to complete the **Account Setup** procedure that includes entering a minimum 10+ character password. . **Please make a note of your account username and the password you select** for future Reviewer **“Sign In”** access.

The **Chair** link is only available and usable for the conference site Administrator (Sakis).

# 2026 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE SESSION CHAIRPERSON DUTIES



[Sign In](#)



[Home](#)

## Welcome to the 2026 FDA Authors Portal!

Please click on the [Sign In](#) link (located at the top right of this webpage).

If you do not have an account, you can create a free account by entering your email address. For paper submission accounts, you do not need a keycode.

If you are creating a reviewer account, you must enter a **keycode** in addition to your email. You can obtain the reviewer account creation keycode by contacting us at [support@ap-concepts.com](mailto:support@ap-concepts.com)

Please make sure that you save the assigned **submission ID** and the **password** you select for your account.

[Return to top](#)

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[2026\\_FDA\\_Chair](#)



## Sign In

First time here? [Create an account](#)

Email Address \*

Password \*

[Show password](#)

Stay signed in ⓘ

**Sign In**

## Create an account

Fill in the field(s) below, then click the Verify Email Address button.

Email Address \*

Keycode (if provided)

**Verify Email Address**

## Create an account

### Check Email

Check your email inbox (and spam folder) for a message.

After verifying your account by clicking on the link provided within the email address that was transmitted to you, complete the entries located on the following page to register as a Session Chair/Vice-Chairperson Reviewer. You do not need to enter anything for "Comments to the Chair" because that is for Authors to submit to their assigned Chair/Vice-Chair.

# 2026 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE SESSION CHAIRPERSON DUTIES

## Create an account

### Consent

#### Consent \*

I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked below. And I will first obtain consent from others if providing their information.

### Profile

If you only have a First/Given Name, enter it under Last/Family Name

#### First/Given Name

#### Last/Family Name \*

#### Organization

#### Country

### Topic Areas

To help match submissions to reviewers, please select the area(s) most applicable to your submission

#### Topic Areas \*

default

### Comments

#### Comments to Chair

### Password

#### Password

10+ character(s) required

[Show password](#)

The following verification message will appear if your account creation was successful:



In order to submit a paper, click on the **Submissions** pull-down menu (above) and select the **Make Submissions** Command...

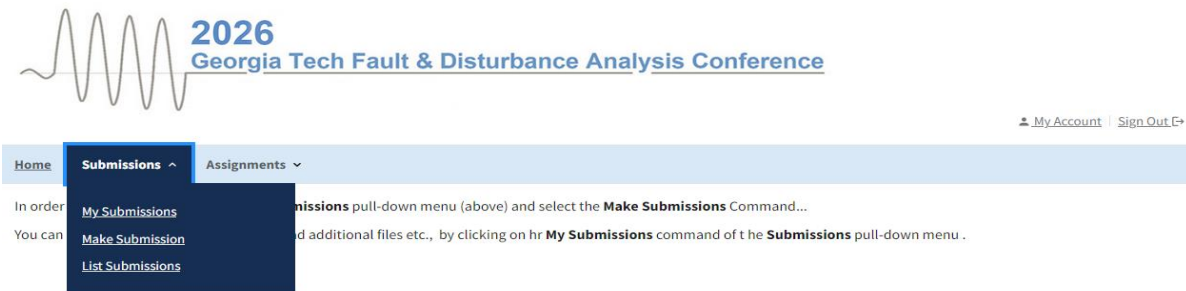
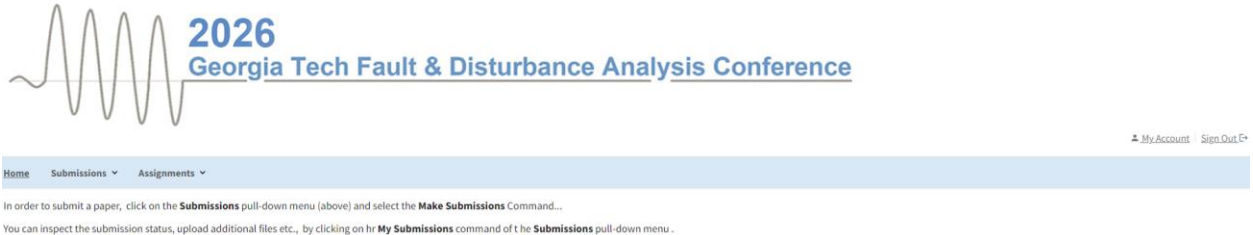
You can inspect the submission status, upload additional files etc., by clicking on **My Submissions** command of the **Submissions** pull-down menu.

This completes the account creation. After your account has been created, you can simply **Sign Out** and later **Sign in** again to either submit an original or updated Paper, BIO or PowerPoint<sup>®</sup>, view or change your Paper or PowerPoint<sup>®</sup> submissions if you are also an author, or just to review the documentation submitted by Authors assigned to your session.

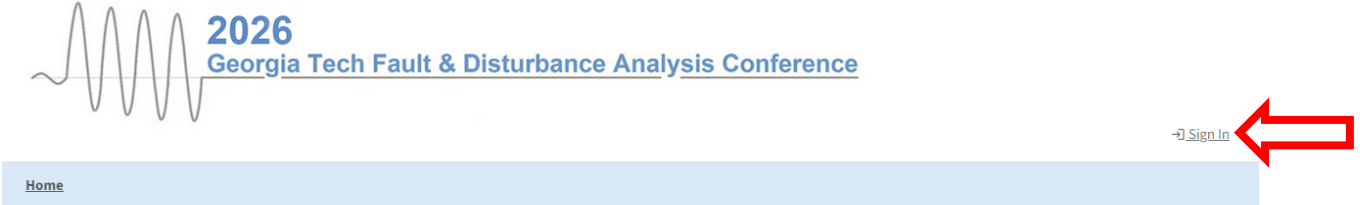
After creating the account, the Session Reviewers can sign in again using the following hyperlink if they had previously signed out after creating their original Reviewer Account:  
[https://www.ap-concepts.com/2026\\_FDA/account/signin.php](https://www.ap-concepts.com/2026_FDA/account/signin.php)

# 2026 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE SESSION CHAIRPERSON DUTIES

Enter the previously created **Username** and **Password**. Click on “**Sign In**” and “**Stay signed in**” if you anticipate a long Reviewer’s session. This will immediately take you to the Reviewers web page whereby in the second screen shot you can select from the Menu toolbar **My Submissions**, **Make Submission** or **List Submissions** to review the documents submitted by all of the Authors.



**II: \*\*ATTENTION - NOTICE\*\*** If you first created an account as an Author after signing in, you can also register at the same time as a Reviewer by following the next set of instructions.



**Welcome to the 2026 FDA Authors Portal!**

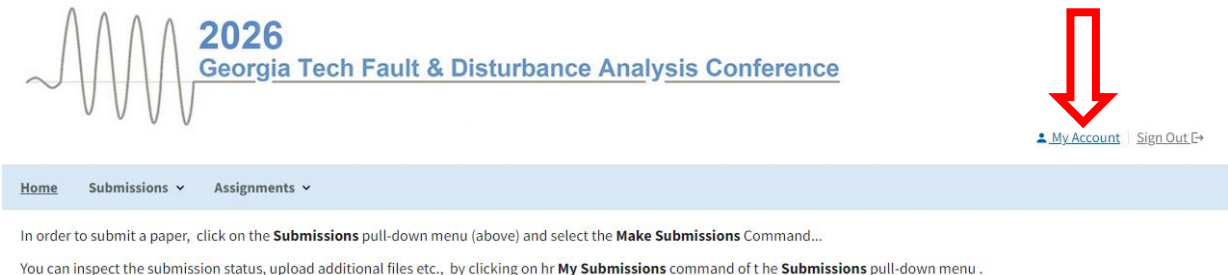
Please click on the **Sign In** link (located at the top right of this webpage).

If you do not have an account, you can create a free account by entering your email address. For paper submission accounts, you do not need a keycode.

If you are creating a reviewer account, you must enter a **keycode** in addition to your email. You can obtain the reviewer account creation keycode by contacting us at [support@ap-concepts.com](mailto:support@ap-concepts.com)

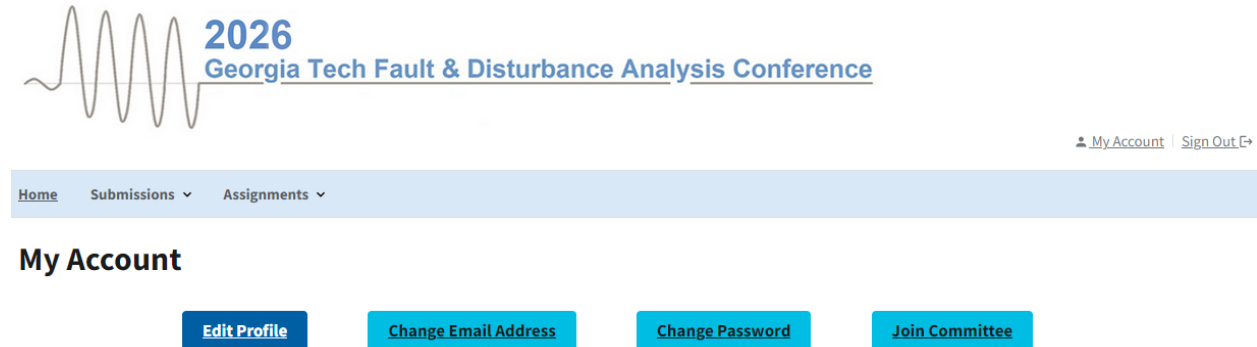
Please make sure that you save the assigned **submission ID** and the **password** you select for your account.

After having created and signed in to your Author’s account select **My Account** in the upper right corner of the screen.

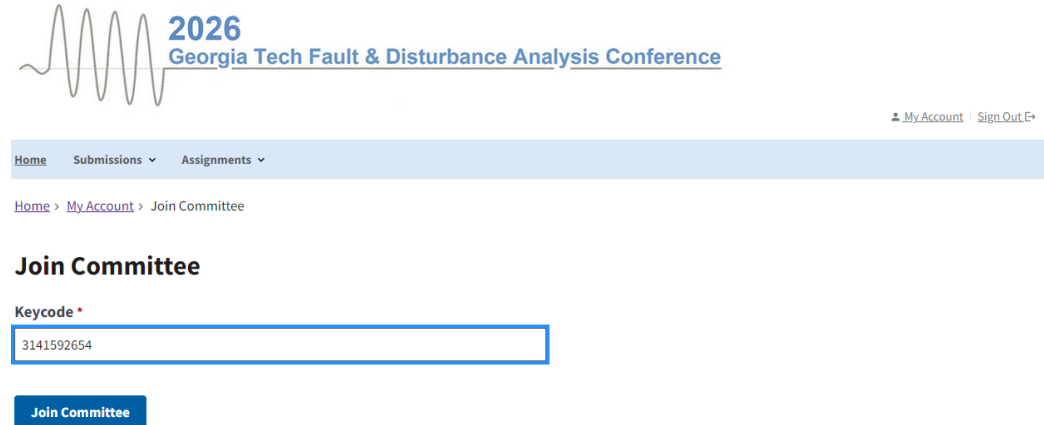


# 2026 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE SESSION CHAIRPERSON DUTIES

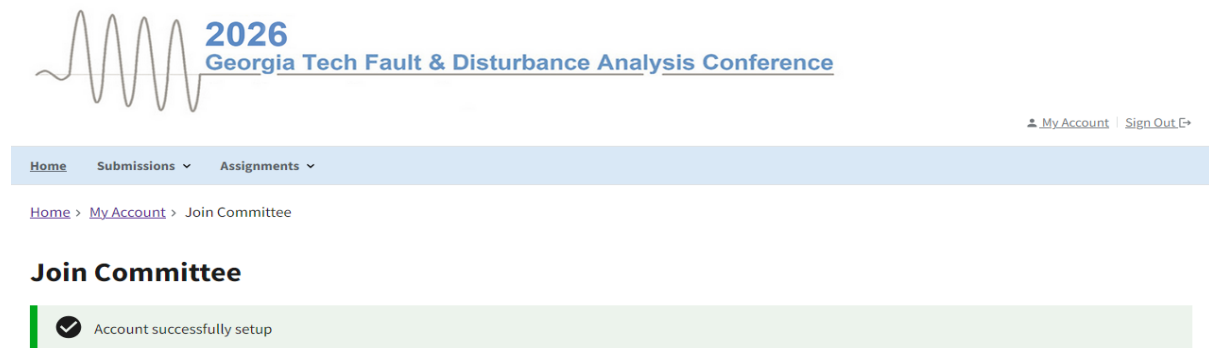
Select **Join Committee** as shown in the following screen shot.



Enter the Keycode then click on the **Join Committee** button shown in the next screen shot.



When successful, you will see the following response indicating that your reviewer account setup is successful.



At this time as Author & Reviewer you can select the drop-down **Submissions** section on the menu toolbar to reveal **My Submissions** or **Make Submission** or List Submissions that will reveal all Author uploads. Only the first two for IDs 2 & 3 are shown here as an example.

# 2026 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE SESSION CHAIRPERSON DUTIES



[My Account](#) | [Sign Out](#)

Home **Submissions** Assignments

In order to submit your work, click on the **Submissions** pull-down menu (above) and select the **Make Submissions** Command...

You can also upload additional files etc., by clicking on the **My Submissions** command of the **Submissions** pull-down menu .

- My Submissions
- Make Submission
- List Submissions

## Submissions

ID ↓	Title ↓	Status ↓	Reviews	Abstract	Paper (PDF)	Presentation	Presntation PDF	Author Form	Biography
2	Island Detection Scheme on the Trinidad and Tobago Electric Grid using Synchrophasors	Pending							
3	Analysis of 115kV line differential protection trip after the shunt capacitor bank energization	Pending							

Both the paper and the PowerPoint® will be reviewed by the assigned Session Chairperson and/or Vice-Chairperson. Provide feedback to each author by **9 March 2026** that is five weeks prior to the FDA conference starting date of **13 April 2026**. Check that all guidelines were followed. If not, advise the author where the changes are needed within the Paper and/or the PowerPoint® presentations that must also be provided to you by the author(s). **Refer to the Paper Presentation Reminders at the end of this document.**

### III. 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 PowerPoint® 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 and/or Microsoft® PowerPoint® 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, the Microsoft® PowerPoint® presentation and/or the presenter’s biographical sketch to Georgia Tech ([meka.wimberly@pe.gatech.edu](mailto:meka.wimberly@pe.gatech.edu)) by **30 March 2026** the two-week timeframe prior to the **13 April 2026** 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: Meka Wimberly**

Program Manager L5, **Professional Education School of ECE**  
Georgia Institute of Technology  
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**2026 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE  
SESSION CHAIRPERSON DUTIES**

**IV: 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 30 minutes which includes 10 minutes for Q&A and changing of the presenters.
4. The timer counts down from 30 minutes and turns yellow with five minutes left and turns red with two minutes left for the author's 20 minute presentation.
5. Signal presenter 5 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 and the TRUC committee.

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

**2026 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE  
SESSION CHAIRPERSON DUTIES**

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!!

### V: USER PRESENTERS:

All “**User Presenters**” must still use the GaTech/TRUC approved PowerPoint®, and 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 and 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 Chairperson in case you have to make any changes to your presentation. Your assigned Session Chair or 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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