2024 CIGRE E-POSTER SESSIONS GUIDE

From Monday, August 26th to Thursday, August 29th

HALL TERNES LEVEL 1

PALAIS DES CONGRES PARIS PORTE MAILLOT, France

Session website
A FEW WORDS ABOUT CIGRE SESSIONS RUNNING

Cigre Sessions run according to a specific system – the Special Report system - which means there is no individual presentation of Papers during the Group Discussion meetings in the main conference rooms. A special report gives the essence of the Session Papers with relevant questions. Session Delegates can then participate to the discussion answering these questions through verbal contributions prepared on a few slides and sent in advance to the Special Reporter. If accepted, they will be given a time slot as speakers during the meeting. See our guide for intended contributors on the Session website.

But it has been considered that Authors of Session Papers deserved a better valued position, and a chance to present their Paper to the Session Delegates.

For this reason, Cigre organizes Poster Sessions.

Your Paper has been accepted for Cigre Session a few weeks ago. You should now prepare your presentation at Poster Sessions and should be available to attend the meeting or ask someone if you cannot participate.

Please create your account on our dedicated platform on:

https://www.conftool.pro/cigre2024

and post the PPTX file of your presentation from June 3rd to July 31st.

A MUST-ATTEND EVENT AND A UNIQUE OPPORTUNITY TO PRESENT YOUR PAPER

Since their creation, Poster Sessions are proved very popular and appreciated by both Authors and Session Delegates. Poster Sessions are not a second choice, but a unique opportunity for authors to present their Papers in a convivial working atmosphere during fruitful exchanges with the Session Delegates.

There will be no prior selection of presentations for the Poster Sessions.

Therefore the 16 Study Committees from Cigre highly encouraged all Authors to participate to this event. If you cannot attend, you should ask someone to replace you in this task.
• **A DEDICATED AREA AND SPECIAL AGENDA**

A large area will be entirely dedicated to this event:

Hall Ternes, Level 1 of the Palais des Congrès, Paris.

Authors should present themselves to the Poster Sessions reception desk at the entrance of Hall Ternes.

• **AGENDA**

2024 Poster Sessions will be held during the Session from Monday, August 26\textsuperscript{th} to Thursday, August 29\textsuperscript{th}.

All Study Committees will participate over one half-day, according to the following schedule:

<table>
<thead>
<tr>
<th>DATE</th>
<th>STUDY COMMITTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 26 August</td>
<td>Room 1: A3  Room 2: C3</td>
</tr>
<tr>
<td></td>
<td>Room 1: B5  Room 2: D1</td>
</tr>
<tr>
<td>Tuesday 27 August</td>
<td>Room 1: C6  Room 2: B1</td>
</tr>
<tr>
<td></td>
<td>Room 1: A1  Room 2: B3</td>
</tr>
<tr>
<td>Wednesday 28 August</td>
<td>Room 1: C4  Room 2: B4</td>
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<tr>
<td></td>
<td>Room 1: C1  Room 2: B2</td>
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<tr>
<td></td>
<td>Room 1: C5  Room 2: B3</td>
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<tr>
<td></td>
<td>Room 1: C1  Room 2: D2</td>
</tr>
</tbody>
</table>

• **RULES OF PROCEDURE**

Each author whose Paper has been selected for the Session should take part.

There will be no prior selection by the Study Committees before the meeting, but a check of the presentations.

Nonetheless, authors should confirm their participation and post their posters in advance on a dedicated platform on [https://www.conftool.pro/cigre2024](https://www.conftool.pro/cigre2024) to make them available to the Study Committee Poster Session Convener for a quick check. Then the Convener(s) will provide feedback to authors. They may ask for some adjustments or corrections.
During the Session, participants are kindly asked to arrive on time to respect the smooth running of the meeting.

- **ACCOMMODATION**

Each author will have at his disposal a portrait format vertical screen and a laptop for her/his presentation, which must be thus in **16:9 portrait format**.

Each presentation should be 3 slides maximum.

Please note that there will be no possibility for speakers, to plug in directly on the Palais des Congrès IT system for security reason. Presentation can be uploaded only on the Palais des Congrès Preview System by the Study Committee Convener.

Consequently, authors should provide Study Committees Convener their presentation in advance for approval. **Deadline for uploading your presentation is July 31st on https://www.conftool.pro/cigre2024**

There will be no Paper boards, each presentation should be in PPTX file portrait format.

- **POSTER SESSIONS RUNNING**

Poster Sessions attendance will be open to all Session Delegates, as well as Study Committees Working Groups Members and Workshop Invited Speakers.

Authors must provide the Study Committee Convener with the PPTX file of their presentation in advance for a prior check. **Deadline is July 31st**.

Please be aware that the deadline should be strictly observed. Past this date, your presentation will not be accepted.

Poster Sessions Conveners are appointed by Study Committee Chairs to collect the presentations, coordinate the preparation of the poster session with Authors, to welcome
the attendees (authors and visitors) during the event and facilitate the exchanges between the two parts.

Authors are strongly encouraged to prepare attractive presentations for a lively discussion (Figures more appropriate than text). Background colors should be also avoided.

We wish to remind authors that it is a Cigre Poster and consequently should not be misused as advertisement for the companies or products. Company logos can be used, but should not be conspicuous, and should appear only once on each slide. **No link to external websites will be allowed in the presentation.**

The template to be used is a PPTX portrait format 16:9. It is posted on the Cigre Session Website, ready to use, together with the present guide.

The size of the fonts could be:

- **title:** Calibri, 11 pt., fat, max. 2 lines
- **name(s) of author(s) and institution(s):** Calibri, 5 pt.; separate lines for author(s) and institution(s)
- **headlines:** Calibri, 18 pt., fat; it is recommended to use the given headlines
- **text:** Calibri, 11 pt., interspace: 6.8 pt. previous to each bullet point.

Thank you very much for your participation!