

## GUIDE FOR DISCUSSION CONTRIBUTORS

*2022 CIGRE Session will proceed from 28<sup>th</sup> August to 2nd September.*

*- The Paris Session is back! Reconnect with your colleagues from all over the globe, discuss the salient issues facing the industry, take in over about 800 new technical papers at the Palais des Congrès of Paris. Duly registered delegates can prepare contributions in response to the Special Reports questions for the Group Discussion Meeting. See the program on [CIGRE website](#). More details in this guide.*

**Please read these instructions carefully**

### 1. INTRODUCTION

CIGRE Sessions are based upon the “Special Reporter” system, i.e. selected papers are not presented individually by authors during the Discussion Group meeting, but are incorporated in a “Special Report” which sets forth the essence of the papers and structures their discussion, in the form of ‘Questions’ calling for contributions from the audience.

The present instructions are intended for Delegates who plan to contribute to the discussions (we shall name them contributors, “authors” is preferably used for Session papers). These instructions should be observed to ensure high quality exchanges.

**These guidelines take into account the following:**

The set of Session papers is available for downloading through the registrations platform before the Session to all duly registered delegates only.

The Special Reports are available to all on free access on the CIGRE Centennial website, [Group Discussion Meetings](#) section.

Intended contributors should prepare two versions of their contribution: a visual version for the Discussion Group Meeting – 2 or 3 slides maximum – and a written version – text only – more explanatory.

Both versions should be made available in advance to Study Committees Chairs **before the Session**. They will also be part of ‘Session Proceedings’ - unless otherwise indicated by authors. Session Proceedings will be available to all delegates a few weeks after the Session- for downloading.

The Proceedings comprise, for each Discussion Group Meeting: the relevant Special Report, the written contributions and the visual supports to the discussions, the slides of the Poster Session and

the General Report drawn up after the Session and which reports on the discussions and draws conclusions.

## 2. GUIDELINES FOR THE DISCUSSIONS

- **Discussion Group Meetings are run as follows:**
    - Introduction by Chair
    - Presentation of Preferential Subject 1
    - Prepared contributions relevant to the subject (visuals)
    - Spontaneous contributions, if any
    - Possibly, general discussion
- ...Same pattern to follow with discussion of Preferential Subject 2 and others if any.
- **A contribution should answer only one 'Question' from the Special Report.**
  - **Time is limited to 3-4 minutes per contribution** to accommodate a large number of speakers.  
Advice to speakers is:
    - Focus on the main message
    - Highlight just a few items, give a few key figures
    - Highlight novel points of interest
    - Avoid recalling background information known to the audience
    - Avoid complex tables or presentations calling for explanation
    - Follow specific recommendations of the Special Reporter, if any.
  - **-Style for visual presentation:** Conversational style is the ideal form of presentation. Reading out and giving too dense information which is hard to follow should be avoided. Speech should be relatively slow considering the different nationalities represented. The oral presentation should give the main points and conclusions; full text is delivered in the written version of the contribution only.
  - **- Contributions broadcasting: will be ensured by qualified technicians of the Palais des Congrès of Paris.** Contributions should be made available to the Study Committee Chair or Special Reporter for approval before the meeting.
  - **A few hints to keep in mind:**
    - Avoid too detailed visuals
    - Keep the message simple (show curves rather than tables or figures). More elaborate illustrations may of course be supplied with the written text
    - Use of colours: generally, warm colours are used for emphasis, cold colours to point to a negative aspect when drawing comparisons.

**Logos:** Company logos or names may appear **on the first slide of the presentation only**, in a reasonable size.

### 3. CONTRIBUTIONS

#### 3.1 Prepared contributions

Delegates should prepare their contributions and upload them in advance on the [registrations portal](#) to the attention of Study Committee Chair and Special Reporter – deadline for uploading is August 10<sup>th</sup> – so that the meeting could be prepared at the best.

**Important point: Access for contributions uploading is only through the registrations portal. Therefore, intended contributors should have completed their registration prior uploading their contribution(s). Contributors will receive an acknowledgement by email after uploading.**

**The Study Committee Chair and Special Reporter will carefully examine all the proposals. Contributors will be notified by email after the reviewing and encouraged to take note of the decision and remarks from the Study Committee Chair on the platform and upload if needed a revised version of the contribution.**

Contributors should also meet Study Committee Chair Persons the day before the Discussion Group Meeting on site at the Palais des Congrès for a final check of contributions. Speaking time and sequence for each participant will be also defined during this meeting. No show means no presentation during Group Discussion Meeting.

Room number as well as planning for meeting with Chairs is available on [Session website](#) as soon as finalised.

Contributions received later or handed on spot during the meeting with the Chairman may be not considered, due to the high number of contributions received in advance, or speaking time could be reduced. Intended contributors are strongly encouraged to read carefully Study Committees [Special Reports](#) on Cigre website for detailed information regarding the procedure.

#### 3.2 Spontaneous contributions

**In this case no preliminary information to Chairman is required: Contributor is to take the floor if and when Chairman calls for spontaneous contributions.**

**Each Contributor can send a written contribution to the Secretary and the Chairman, within 15 days after the Session, to be included in the Session Proceedings.**

**Intended contributors are strongly encouraged to read carefully Study Committees [Special Reports](#) on Cigre website for detailed information regarding the procedure.**

### 4. POSTER SESSIONS

During Poster Sessions, authors will have to present their Paper individually to delegates. Each author or co-author whose Paper has been selected for the Session should participate. It is the opportunity for authors and Delegates to meet at the Session for interesting and lively discussion in a convivial working atmosphere.

As for Contributions, the files for the Poster Sessions have to be sent in advance – **deadline is August 10<sup>th</sup>** - to the attention of the Poster Session Convener and to the Study Committee Chairman.

A specific guide for Poster Sessions is available to authors on [Session webpage](#).

**Please kindly read [Special Reports](#) for specific information regarding each Study Committee Group Discussion Meeting.**

## **5. COLLECTION OF THE CONTRIBUTIONS FOR THE PROCEEDINGS (see Appendix 1)**

The Proceedings posted on the website are structured according to this principal: one question → one contribution → 2 files (visual and text).

### • **Handing in of proceedings**

- Contributions and Poster Sessions files previously sent before the Session as indicated above
- Spontaneous contributions are drawn up afterwards and the file are to be sent directly to the Study Committee, within the delay of 2 weeks

Past this delay no contribution will be inserted in the Session Proceedings.

### • **Contributions presentation instructions**

#### Written contributions :

- Length: 1000 words maximum
- Text: Font size 10
- Format: PDF. Identification of the file: SC, Preferential Subject, question number as specified in the Special Report and Contributor's name - see lay-out below :

For instance: A1\_PS1\_Q1\_NAME

- Name, country and registration number of contributor to be mentioned in the top left hand corner of each page of text. Group, Question number, should appear in the top right hand corner. (Sample page in Appendix). A sample page will be available for downloading on the [Session webpage](#) . Contributors are kindly requested to use this template. All pages of a contribution should be numbered.

#### Visual support

- Please use the template for your slides.

- Templates for both written contributions and visual presentation are available on [2022 Session website](#) – see Group Discussion Meetings in the top menu bar.

- **Control before edition**

The proceedings contents are reviewed by the Chair of the Discussion Group Meeting and by the Special Reporter(s). The Proceedings follow the chronological order of the contributions during the Discussion Group Meeting.



## Title of your Contribution

*Please type here:* Study Committee Name  
Preferential Subject + question wording and  
number

- one question per contribution -  
Speaker Name and Country

**Logo of your Company on first slide only**

# Template for Contribution during Group Discussion Meetings

- *Please use this template to prepare your contribution*
- Fill in Slide 1
  - Type in the title of your presentation
  - Specify the number of the preferential subject, number and wording of the question as mentioned in the Special Report. Type in the name of the main speaker and country
  - The logo of the company or affiliation may be added **but on first page only**
- Save the file with a new name, according to the following syntax:
  - **A1\_PS1\_Q1\_Name.pptx** (Study Committee, number of the preferential subject, number of the question, name of the main speaker)
- Delete slides 2 & 3 of guidelines, and complete the slideshow

Group Discussion Meeting

• **For further information see the Guide for Contributors** on Session [website](#) - *Group Discussion Meetings in the top menu bar*

- A contribution should answer only one question from the [Special Reports](#) – but you may propose several contributions.
- Time will be limited to about 3 minutes per contribution so 3 slides is a good target.
- Each contribution is **a visual support** (pptx file) **and a text version** (PDF format 1000 words maximum). Both will be included in the Session proceedings.
- Files must be uploaded in advance on your account on the **Registrations Portal** **by 10<sup>th</sup> August at the latest**.
- They are checked by Study Committees before the Session. Visit regularly your account to see their remarks and notification.
- If needed you may attend the meeting with Study Committee Chair in Paris for a final check and speaking time setting – room and date to be announced on the website.

Thank you for your attention !