

# Chengdu Symposium

## Guidelines for Paper Presentation and Discussion

### 1. General

- The symposium is organised as 15 sessions, plus an opening and a closing session, as well as tutorials.
- 3 sessions will run simultaneously on September 23rd 10:30-12:30 and 2 sessions on 23rd 13:30-17:30 and on 24th 08:15-17:15, with a break and lunch in-between followed by Closing Remarks on 24th 17:30-18:00.
- Each session's technical discussion is moderated by a Special Reporter, who prepares, steers and moderates the discussion on technical content after each presentation and in the final 15-20 minute general technical discussion at the end of the session.
- The Session Chair opens and closes the session, ensures good time management, and briefly introduces each presenter. Special reporter and Chairman can adapt the distribution of the tasks.

### 2. Structure of the sessions

Sessions combine presentation of papers by authors and discussion. **Authors (at least one of the co-authors) are therefore requested to register** for the symposium.

Different from the Paris sessions, symposium discussions are not organised along the lines of a "Special report". There are 10 to 12 minute presentations of papers rather than Paris' 3 minute discussions about paper content assumed familiar to all participants already. However, the Special Reporter reads all papers in his/her session beforehand and prepares questions and interpretations about each paper and about possible learnings from the session as a whole.

The general structure of a session is as follows:

- Short introduction by the Session Chair < 3 minutes
- Chair introducing the 1<sup>st</sup> speaker (1 minute max - short CV provided by the speaker in advance)
- Presentation of 1<sup>st</sup> paper by author ≤ 10 minutes
- Clarifying questions to the speaker moderated by Special Reporter (1-2 questions, 5 min.).
- Chair introducing the 2<sup>nd</sup> speaker (1 minute max)
- Presentation of 2<sup>nd</sup> paper....and so on...
- After last paper: general discussion and conclusions moderated by the Special Reporter, 15-20 minutes.
- Concluding words by the Session Chair (about 3 minutes)

Presentation of papers is normally as per the order of the programme, but it is the responsibility of the Chairman and the Special Reporter to structure the session: for instance decide on the order of the papers, and if there are 2 different topics dealt with, organize a discussion after each group of papers. This should be announced at the beginning how the session will be structured.

### 3. Guidelines for Oral Presentation by Authors

- Facilities available for presentation:
  - Computer, video-projector (with an attendant)
- Preparation of a presentation material
  - The presenter must use either (A) or (B) template for presentation.
  - The company logo can only be displayed on the title page, but must be limited in size (less than 10% of PPT).
  - Speakers are advised to support their presentation with no more than 6-8 slides.
  - Type in your presentation title, name, company, country and paper number
  - Please choose 16:9 to fit screen size at the symposium conference room

- Save the file with a new name, according to the following syntax:  
Paper Number - Name.ppt (Paper number - name of the main speaker)
- The PowerPoint file has to be submitted to the Organizing Committee by August 31, 2019. The email address is [cigrechengdu2019@vip.163.com](mailto:cigrechengdu2019@vip.163.com)
- Oral presentation
  - Each presenter is given a time for 10 min presentation plus 5 min Q & A.
  - Presenters should come to the conference hall 10 min prior to their session and meet the Session Chair

Session Chairs and Special Reporters will check appropriateness and compliance with the rules, and coordinate the contents of the presentations.

#### **4. Guidelines for delegates contributing to the discussion**

- Contributions to the discussions are expected to be short (2 minutes maximum).
- Delegates are encouraged to oral contributions.

#### **5. General Report**

A first synthesis of each session will be given at its end by the Special Reporter and possibly the Chair, and a first synthesis of the biggest learnings from the entire Symposium will be given during the closing session of the Symposium by the SC Chairs.

After the Symposium, delegates and CIGRE members expect a synthesising report giving the results of the Symposium, questions still needing answers and possibly which actions should be initiated by CIGRE. This report is to be edited by the SC Chairs based on 1-2 page summaries about each session drafted by the Special Reporters. Both each session's summary and the overall Symposium report are to be published on the CIGRE website. The list of Session Chairs and Special Reporters, as well as their email addresses are also posted on the website.

End.