

11th International Workshop

*on Large-Scale Integration of Wind Power into Power Systems
as well as on Transmission Networks for Offshore Wind Power Plants*

13 - 15 November 2012 Lisbon, Portugal 

GENERAL GUIDELINES FOR SPEAKERS

PAPER DEADLINE & COPYRIGHT FORMS

- ▶ The full paper and the scanned copyright form must be submitted by September 15, 2012 - No extension possible!
- ▶ Paper and copyright submission: http://www.windintegrationworkshop.org/paper_submission.html, starting July 15, 2012

PRESENTATION DEADLINE

- ▶ Please send your presentation (.ppt /.pptx) to info@windintegrationworkshop.org until October 31, 2012
- ▶ Name your presentation as follows: Presentation_papernumber_speakersname.ppt(x)
- ▶ Example: Presentation_WIW12-123_Ackermann.ppt(x)

REGISTRATION

- ▶ You must register for the workshop on <http://www.windintegrationworkshop.org/registration.html>
- ▶ As a speaker you are eligible for a special reduced registration fee as long as you register before September 16, 2012
- ▶ Only one author per paper can register as a speaker
- ▶ Please indicate your paper number in the registration (see notification email for your paper number)
- ▶ In case you already registered, please get in contact with the organizing committee so that we can change your registration type to 'speaker'

CONFERENCE DINNER

- ▶ Please also indicate in your registration if you would like to participate in the conference dinner
- ▶ See the workshop website <http://www.windintegrationworkshop.org> for details
- ▶ The number of places for the dinner is limited and will be attended in order of receipt of registrations


PRELIMINARY WORKSHOP PROGRAM

- ▶ It will be published and updated regularly on: <http://www.windintegrationworkshop.org/program.html>

IMPORTANT: IF YOU HAVE NOT REGISTERED FOR THE WORKSHOP OR SUBMITTED YOUR PAPER WITHIN THE ABOVE DEFINED DEADLINES WE WILL REMOVE YOUR CONTRIBUTION FROM THE PROGRAM.

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GUIDELINES FOR PREPARING THE MANUSCRIPT

PAPER TEMPLATE

- ▶ Please use the .doc template for the paper which is based on the IEEE PES paper template but in the paper format of DIN A4
- ▶ Maximum number of pages: 6
- ▶ Data format: Word (.doc / .docx A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing
- ▶ If you prefer using a LATEX template, please go to: www.windintegrationworkshop.org/paper_submission.html for download.

GRAPHICS

- ▶ The manuscript's graphics should have resolutions of 600dpi for monochrome, 300 dpi for grayscale, and 300 dpi for colors
- ▶ Graphics should be inserted into the manuscript file rather than using copy and paste
- ▶ Do not link to a graphic but insert the graphic into the manuscript instead

FONTS

- ▶ The manuscript must use fonts that allow embedding and subsetting (including the base fonts)
- ▶ Failure to embed and subset fonts is the biggest obstacle to prepare a proper printable PDF file
- ▶ All Type 1 fonts are embeddable
- ▶ Only some TrueType fonts are embeddable
- ▶ Do not embed fonts in a graphic file

REQUIREMENTS FOR CREATING PDF FILES

- ▶ DO NOT use password protection in the PDF file
- ▶ All fonts, including the standard (base) fonts, must be embedded and subsetted in the PDF
- ▶ In "Settings ->Job Options ->Compression" of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color
- ▶