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IEEE Power Engineering Society Technical Session Guide for the Presenter

(Last revised March 2007)

General Information

Technical papers are submitted by the author to the Power Engineering Society as either Proceedings papers or Transactions papers. Every author of an accepted paper will be provided with an opportunity to discuss the merits of his or her contribution with peers. If a paper is submitted as a Proceedings paper, it is required that the author will pay any required meeting registration fee and present the paper in a session, the format of which is determined by the reviewing Technical Committee. Transactions papers need not be presented unless the author so desires. Transactions paper authors may present their papers in a PES General Meeting poster session, or if invited to do so by a Technical Committee, present the paper in one of the other session formats employed during the subject conference. The following session formats are usually used during a PES meeting:

- A poster session planned by the reviewing committee.
- The reviewing committee may request that a presentation be made as part of a panel session. (A Transactions paper author may decline.)
- The reviewing committee may request that a presentation be made as part of a paper presentation session. (A Transactions paper author may decline.)
- The reviewing committee may request that a presentation be made as part of a special technical session. (A Transactions paper author may decline.)

English is the official language of the Power Engineering Society for presentation and publication of information. If a presentation is to be made, the author must be prepared to present, discuss, and answer questions at the scheduled session. These steps must be followed in obtaining approval for a substitute presenter if an author is not fluent in English:

- The author must arrange for a substitute presenter with approval of the sponsoring Technical Committee Chair. The presenter must be technically competent and sufficiently familiar with the work being reported to conduct discussions.
- The author must submit in writing that a qualified substitute presenter has been obtained.

Paper Presentation at a Panel Session or Special Technical Session

Much of the value of the paper can be lost if presented poorly. The IEEE Press Book, *A Guide to Better Technical Presentations*, edited by Robert M. Woelfle, is an excellent reference and should be consulted when preparing a presentation.

In particular, visuals can make or break a presentation. Except for the simplest drawings, curves, or tables, the figures prepared for the paper DO NOT make acceptable visuals. The details required for purposes of a good technical paper are precisely what is not required for a general overview of that paper. Further, visuals made from figures in a paper are generally very difficult to see and read when projected to an audience. Refer to the publication *Guidelines for Preparing Visuals for PES Presentations* for specific information on the preparation of good visuals.

Panel presentations will be collected at the meeting for posting on the PES web site. The collection method for each meeting will be announced. (Please note that the presentations must be provided with any embedded movies removed.)