



## Guidelines for Speakers

### DEADLINES – NO EXTENSION POSSIBLE

- The full paper and the signed & scanned copyright form must be submitted until **24 April 2023** via the online submission platform: <https://conference-service.com/hybridworkshop2023>
- **One author** per paper **must register** for the workshop. As a speaker you are eligible for a special reduced registration fee as long as you register by **24 April 2023**. After that date, the fee for “Speaker late registration” applies. For fees, visit: <http://hybridpowersystems.org/registration/>. As a **student**, you may choose the lower fee applicable in the respective time scheme.
- Your presentation (.ppt /.pptx ) must be submitted between **25 April and 18 May 2023 in your account** in the online submission platform. Please bring updates of your presentation on a USB flash drive directly to the venue.

### GUIDELINES FOR PREPARING THE PAPER

#### TEMPLATES AND DATA FORMAT

- All templates and required forms are provided on the Online Submission & Registration Platform: <https://conference-service.com/hybridworkshop2023>  
*Left menu » Your Account » Authors’ Corner » Submission guidelines & Templates*
- **Word and LaTeX** templates can be downloaded there. These templates are based on the IET paper template in the paper **format of DIN A4**. Please use these templates as basis for your paper.
- Data format: Word (.docx, A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing

#### MINIMUM NUMBER OF PAGES

- The full paper of a speaker must have the minimum number of pages: **3**

#### ORTHOGRAPHIC NOTE OF THE EDITOR

In order to harmonise the different versions for the proceedings we kindly ask you to use the following spelling versions:

- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title.

#### GRAPHICS

- The manuscript’s graphics should have resolutions of 600 dpi 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.

## GUIDELINES FOR PREPARING THE PRESENTATION

- You can use your own company layout for the Powerpoint presentation
- For your presentation please use an **aspect ratio of 16:9**
- Upload your presentation **after 24 April 2023** to the Online Submission & Registration Platform:  
<https://conference-service.com/hybridworkshop2023/> via the *Presentation upload* button here:  
*Left menu » Your Account » Authors’ Corner » Submission/s*

## FURTHER INFORMATION

### REGISTRATION

- As a speaker you are eligible for a special reduced registration fee as long as you register by **24 April 2023** here
- To register, access your account in the Online Submission & Registration Platform:  
<https://conference-service.com/hybridworkshop2023/> *Left menu » Your Account » Event Registration*
- **One** author per paper needs to register for the workshop, **only one** author per paper is entitled to the reduced fee.
- Please indicate your **submission ID** in the registration (see notification email for your submission ID) - Example: **HYB23\_012**

### PRELIMINARY WORKSHOP AGENDA

- A schedule/overview of the whole workshop as well as the detailed agenda is published here:  
<http://hybridpowersystems.org/agenda>
- The workshop agenda will be updated regularly and changes can occur until the start of the event, so please make sure to check it from time to time.

### INTRODUCE YOURSELF TO THE SESSION CHAIR – SUBMIT SHORT CV

- Please introduce yourself to the chair of your session so that they can use these lines to introduce you to the session participants. Remember to keep it short.
- The Online Submission & Registration Platform <https://conference-service.com/hybridworkshop2023/> provides a form for some lines of your CV: *Left menu » Your Account » Authors’ Corner » Submit Speaker CV.*

### SHOW YOUR FELLOW PARTICIPANTS WHO YOU ARE – UPLOAD YOUR PHOTO FOR THE WORKSHOP WEBSITE

- The Online Submission & Registration Platform <https://conference-service.com/hybridworkshop2023/> provides an upload button for your photo for the publication on the Workshop website and the introductory session slides:  
*Left menu » Your Account » Authors’ Corner » Upload Speaker Photo.*
- Format requirements:
  - head shot
  - preferably in the size of 250 x 250 px (or other square)
  - .jpg, .png or any of the popular photo file formats