



## BASIC INFORMATION

Your abstract has been accepted for poster presentation – congratulations! But what does this mean?

- You need to register for workshop participation.
- You need to produce a paper and a poster.

## DEADLINES

- **One author** per paper **must register** for the workshop. As a poster presenter you are eligible for a special reduced participation fee as long as you register by **11 MARCH 2024**. After that date, the fee for “Poster late registration” applies. For fees, visit: <http://hybridpowersystems.org/registration/>. As a **student**, you are entitled either to the “Student” (if under 26) or the “Academics” discount, you may choose the lower fee applicable in the respective time scheme.
- The full paper and the signed & scanned copyright form must be submitted until **15 April 2024** via the online submission platform: <https://conference-service.com/hybridworkshop2024>

## 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/hybridworkshop2024>  
*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

### NUMBER OF PAGES

- The full paper of a poster presenter must have the minimum number of pages: **3**
- The full paper of a poster presenter must have the maximum number of pages: **6**

### 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 POSTER

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- You have to produce the poster yourself and bring it to the workshop on the Azores.
- Max. dimensions of poster: portrait A0 (height: 1189 mm, width: 841 mm)
- Text and figures should be readable at a distance of 2-3 meters.
- You can hang up your poster at any time during the workshop.
- Your poster cases have to be stored in the cloak room of the venue.

## FURTHER INFORMATION

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#### REGISTRATION

- As a poster presenter you are eligible for a special reduced registration fee as long as you register by **11 MARCH 2024**.
- To register, access your account in the Online Submission & Registration Platform:  
<https://conference-service.com/hybridworkshop2024/> » 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: **HYB24\_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 Workshop, so please make sure to **check it from time to time**.