



Guidelines for Speakers

DEADLINES – NO EXTENSION POSSIBLE

- **One author** per paper **must register** for the workshop. As a speaker you are eligible for a special reduced participation fee as long as you register by **11 MARCH 2024**. After that date, the fee for “Speaker 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>
- Your presentation (.ppt /.pptx) must be submitted between **16 April and 10 May 2024 in your account** in the online submission platform. You will be informed separately, how updates of your presentations can be dealt with.

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

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.



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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 15 April 2024** to the Online Submission & Registration Platform: <https://conference-service.com/hybridworkshop2024/> 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 **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 event, so please make sure to check it from time to time.

SHOW YOUR FELLOW PARTICIPANTS WHO YOU ARE – UPLOAD YOUR PHOTO

- The Online Submission & Registration Platform <https://conference-service.com/hybridworkshop2024/> 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

INTRODUCE YOURSELF TO THE AUDIENCE – SUBMIT SHORT CV

- Please introduce yourself to the audience of your session. This information will be displayed on the introductory session slides next to your picture. Remember to keep it short.
- The Online Submission & Registration Platform <https://conference-service.com/hybridworkshop2024/> provides a form for some lines of your CV: *Left menu » Your Account » Authors' Corner » Submit Speaker CV.*